

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

January 11 1963

SECRETARY'S MEMORANDUM NO. 1628

Departmental Weed Committee

Since 1950 the Department has sponsored a Weed Committee to consider problems connected with the control of weeds on public and private lands and the research necessary in support of an effective program.

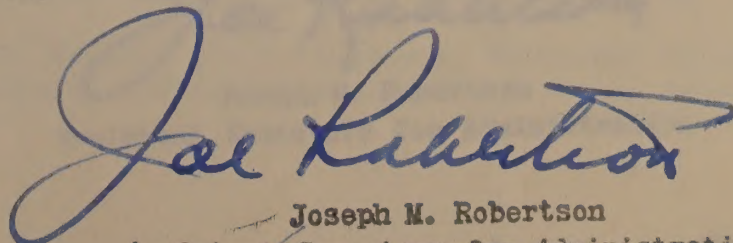
Heretofore, members of the committee have been designated by name. For greater flexibility in committee operations, this memorandum authorizes such USDA membership on the committee as the chairman, with the concurrence of the appropriate agency head, may from time to time determine.

As now constituted, the committee includes the following representation:

Agricultural Research Service, chairman (as designated by  
the Administrator, ARS)  
Agricultural Stabilization and Conservation Service  
Cooperative State Research Service  
Federal Extension Service  
Forest Service  
Soil Conservation Service  
Rural Electrification Administration

The responsibilities of the committee are limited to programs approved and sponsored by the Department. This does not preclude, however, consultation and discussion with representatives of other Federal agencies or non-Government groups on matters of mutual interest.

This will supersede Secretary's Memorandum No. 1512, Revised, of February 1, 1965.



Joseph M. Robertson  
Assistant Secretary for Administration

COMMITTEES (Weed, Departmental)

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

MEMORANDUM FOR THE SECRETARY

SUBJECT: [Illegible]

Since 1955 the Bureau of Plant Industry has been actively engaged in the study of the effects of the various factors which influence the growth and development of plants. This study is being conducted in cooperation with the various State Agricultural Experiment Stations and the various Federal Agencies concerned with the problem of plant health. The results of this study are being published in the form of bulletins and reports. The following is a list of the bulletins and reports published by the Bureau of Plant Industry since 1955:

1. [Illegible]  
2. [Illegible]  
3. [Illegible]

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100. [Illegible]

Respectfully,  
[Illegible Signature]



UNITED STATES DEPARTMENT OF AGRICULTURE

Office of The Secretary

Washington, D. C. 20250

January 15, 1968  
January 15 1968

SECRETARY'S MEMORANDUM NO. 1629

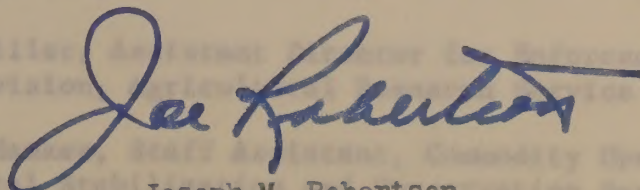
Summer 1968 Youth Opportunity Campaign

Comprehensive Program Planned. The President's Council on Youth Opportunity has arranged that funds be made available to 50 of the Nation's largest cities for planning comprehensive programs during summer months of 1968. This assistance is being furnished by the Department of Housing and Urban Development, the Office of Economic Opportunity, and the Economic Development Administration of the Department of Commerce. Funds are designed to provide for staff and lead time to coordinate Federal, State, and local efforts as well as the efforts and resources of voluntary and private organizations.

USDA Participation. In cooperation with local Youth Coordinators, officials of this Department are requested to extend full cooperation to local communities in the planning and execution of summer programs. This will include providing whatever information and assistance city Youth Coordinators may need. It also will involve design and operation of USDA programs in this area in a manner consistent with over-all city programs. More specific instructions on USDA cooperation in youth programs with cities and participation in programs for rural youth will be issued soon. USDA participation in this activity will be coordinated through the Working Party on Youth Opportunity.

Exchange of Information. Through the President's Council On Youth Opportunity information is being supplied to Youth Coordinators in these designated cities giving names, addresses, and telephone numbers of key USDA officials. These officials will be points of contact for an integrated pattern of cooperation in each city.

Listed Cities. On the reverse of this Memorandum is a list of cities which will receive planning grants described above. Agency officials, National, State, and local, should exert every effort to assure effective USDA support for the Summer 1968 Youth Opportunity Program.



Joseph M. Robertson  
Assistant Secretary for Administration

EXTENSION WORK



UNITED STATES DEPARTMENT OF AGRICULTURE

Office of The Secretary

Washington, D. C. 20250

August 10, 1968

SECRETARY'S MEMORANDUM NO. \_\_\_\_\_

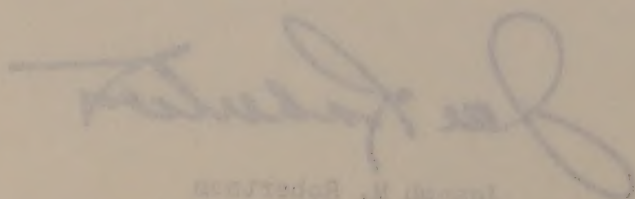
Summer 1968 Youth Opportunity Campaign

Comprehensive Program Planned. The President's Council on Youth Opportunity has arranged that funds be made available to 50 of the Nation's largest cities for planning comprehensive programs during summer months of 1968. This assistance is being furnished by the Department of Housing and Urban Development, the Office of Economic Opportunity, and the Economic Development Administration of the Department of Commerce. Funds are designed to provide for staff and lead time to coordinate Federal, State, and local efforts as well as the efforts and resources of voluntary and private organizations.

U.S.A. Participation. In cooperation with local Youth Coordinators, officials of this Department are requested to extend full cooperation to local communities in the planning and execution of summer programs. This will include providing whatever information and assistance city Youth Coordinators may need. It also will involve design and operation of U.S.A. programs in this area in a manner consistent with over-all city programs. More specific instructions on U.S.A. cooperation in youth programs with cities and participation in programs for rural youth will be issued soon. U.S.A. participation in this activity will be coordinated through the Working Party on Youth Opportunity.

Exchange of Information. Through the President's Council on Youth Opportunity information is being supplied to Youth Coordinators in these designated cities giving names, addresses, and telephone numbers of key U.S.A. officials. These officials will be points of contact for an interested pattern of cooperation in each city.

Related Cities. On the reverse of this Memorandum is a list of cities which will receive planning grants described above. Agency officials, National, State, and local, should exert every effort to assure effective U.S.A. support for the Summer 1968 Youth Opportunity Program.

  
Joseph M. Robertson  
Assistant Secretary for Legislation





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

January 26 1968

SECRETARY'S MEMORANDUM NO. 1630

Board of Contract Appeals

By regulations approved by me on this date the Board of Contract Appeals of the Department of Agriculture is being reconstituted and merged with the Contract Disputes Board of the Commodity Credit Corporation.

The following persons are hereby appointed as members of the Department of Agriculture Board of Contract Appeals:

Wingate E. Underhill, Confidential Assistant to President,  
Commodity Credit Corporation

Joseph A. Moss, Director, Cotton Policy Staff, Agricultural  
Stabilization and Conservation Service

Elmer Mostow, Director, Office of Plant and Operations

Abraham B. Book, Systems Accountant, Fiscal Division, Agri-  
cultural Stabilization and Conservation Service

Paul E. Nylander, Construction Engineer, Engineering Division,  
Soil Conservation Service

John J. Dimond, Chief, Regulatory Branch, Fruit and Vege-  
table Division, Consumer and Marketing Service

Myles R. Howlett, Staff Engineer, Engineering Management,  
Forest Service

Peter B. Pauli, Assistant General Sales Manager, General Sales,  
Foreign Agricultural Service

Herbert L. Perlman, Assistant to the Judicial Officer, Office  
of the Secretary

Lowell E. Miller, Assistant Director for Enforcement, Regu-  
lation Division, Agricultural Research Service

Francis H. Hanks, Staff Assistant, Commodity Operations,  
Agricultural Stabilization and Conservation Service

COMMITTEES

(Ed. Contract Appeals)





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

January 1, 1935

SECRETARY'S MEMORANDUM NO. 1437

Board of Contract Appeals

By regulations approved by me on this date the Board of Contract Appeals of the Department of Agriculture is being reconstituted and merged with the Contract Disputes Board of the Commodity Credit Corporation.

The following persons are hereby appointed as members of the Department of Agriculture Board of Contract Appeals:

Wingate E. Underhill, Confidential Assistant to President,  
Commodity Credit Corporation

Joseph A. Moss, Director, Cotton Policy Staff, Agricultural  
Stabilization and Conservation Service

Elmer Mastow, Director, Office of Plant and Operations

Abraham E. Book, Systems Accountant, Fiscal Division, Agricultural  
Stabilization and Conservation Service

Paul E. Nylander, Construction Engineer, Engineering Division,  
Soil Conservation Service

John J. Diamond, Chief, Regulatory Branch, Fruit and Vegetable  
Trade Division, Consumer and Marketing Service

Walter R. Howlett, Staff Engineer, Engineering Management,  
Forest Service

Peter H. Pauli, Assistant General Sales Manager, General Sales,  
Foreign Agricultural Service

Herbert L. Perlman, Assistant to the Judicial Officer, Office  
of the Secretary

Lowell E. Miller, Assistant Director for Enforcement, Regulatory  
Division, Agricultural Research Service

Francis H. Hawkes, Staff Assistant, Commodity Operations,  
Agricultural Stabilization and Conservation Service



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250  
- 2 -

Mr. Wingate E. Underhill is hereby named Chairman of the Board of Contract Appeals. Mr. Joseph A. Moss is designated as Vice Chairman and Mr. F. H. Hankes, Executive Secretary of the Board.

The Chairman of the Board is hereby authorized to designate such clerical and other assistants as he deems necessary or appropriate for the effective discharge of the responsibilities of the Board.

The Executive Secretary of the Board shall have charge of the official records of the Board, will receive and docket appeals and perform other duties as assigned by the Chairman.

All of the persons named above are hereby authorized to administer oaths and affirmations pursuant to the provisions of Chapter 124, Section 1, 43 Stat. 803.

John W. Underhill, Agricultural Stabilization and Conservation  
Director.

Mr. Underhill is also designated as Chairman of the Board.  
Such designation is to become effective upon the resignation of  
Mr. Francis H. Hankes, who is currently serving as Executive  
Secretary of the Board.

The membership of Mr. Abraham S. Book on the Board is terminated  
for the reason that he retired from the Department service on  
October 31, 1957.

Clifford M. Hardin

COMMITTEES (Bd. of Contract Appeals)

Mr. Wingate E. Underhill is hereby named Chairman of the Board of Contract Appeals. Mr. Joseph A. Moss is designated as Vice Chairman and Mr. T. H. Hannes, Executive Secretary of the Board.

The Chairman of the Board is hereby authorized to designate such clerical and other assistance as he deems necessary or appropriate for the effective discharge of the responsibilities of the Board.

The Executive Secretary of the Board shall have charge of the official records of the Board, will receive and docket appeals and perform other duties as assigned by the Chairman.

All of the persons named above are hereby authorized to administer oaths and affirmations pursuant to the provisions of Chapter 124, Section 1, 43 Stat. 803.







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 13 1970

SECRETARY'S MEMORANDUM NO. 1630  
SUPPLEMENT 1

Board of Contract Appeals

Effective April 5, 1970, the following person is hereby appointed as member of the Department of Agriculture Board of Contract Appeals:

John H. Shouse, Agricultural Stabilization and Conservation Service.

Mr. Shouse is also designated Executive Secretary of the Board. Such designation is to become effective upon the retirement of Mr. Francis H. Hankes, who is currently serving as Executive Secretary of the Board.

The membership of Mr. Abraham B. Book on the Board is terminated for the reason that he retired from the Department service on October 31, 1969.

*Clifford M. Hardin*

COMMITTEES (Bd. of Contract Appeals)







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

October 4 1971

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

Secretary's Memorandum No. 1630, as amended by Supplement No. 1, is hereby revised to reflect the following changes:

1. Mr. Elmer Mostow formerly Director, Office of Plant and Operations, now retired, is continued as a member of the Board;
2. The membership of Lowell E. Miller is terminated for the reason that he has transferred to another Government agency.

The following are members of the Board of Contract Appeals:

Wingate E. Underhill, Agricultural Stabilization and Conservation Service

Joseph A. Moss, Agricultural Stabilization and Conservation Service

Elmer Mostow, retired annuitant

Paul E. Nylander, Soil Conservation Service

John J. Dimond, Consumer and Marketing Service

Myles R. Howlett, Forest Service

Peter B. Pauli, Export Marketing Service

Herbert L. Perlman, Office of the Hearing Examiner

John H. Shouse, Agricultural Stabilization and Conservation Service

Mr. Wingate E. Underhill is Chairman of the Board of Contract Appeals. Mr. Joseph A. Moss is Vice Chairman and Mr. John H. Shouse is Executive Secretary of the Board. There are two vacancies on the Board.

This memorandum supersedes Secretary's Memorandum No. 1630 and as amended by Supplement No. 1.

*Clifford M. Hardin*  
Secretary of Agriculture

COMMITTEES (Board, Contract Appeals)



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

October 4 1971

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

Secretary's Memorandum No. 1630, as amended by Supplement No. 1, is hereby revised to reflect the following changes:

1. Mr. Elmer Mostow formerly Director, Office of Plans and Operations, now retired, is continued as a member of the Board;

2. The membership of Lowell E. Miller is terminated for the reason that he has transferred to another Government agency.

The following are members of the Board of Contract Appeals:

Wingate E. Underhill, Agricultural Stabilization and Conservation Service

Joseph A. Moss, Agricultural Stabilization and Conservation Service

Elmer Mostow, retired annuitant

Paul E. Nylander, Soil Conservation Service

John J. Diamond, Consumer and Marketing Service

Nyles M. Nowlett, Forest Service

Peter B. Pauli, Export Marketing Service

Herbert J. Perlman, Office of the Hearing Examiner

John H. Shouse, Agricultural Stabilization and Conservation Service

Mr. Wingate E. Underhill is Chairman of the Board of Contract Appeals. Mr. Joseph A. Moss is Vice Chairman and Mr. John H. Shouse is Executive Secretary of the Board. There are two vacancies on the Board.

This memorandum supersedes Secretary's Memorandum No. 1630 and as amended by Supplement No. 1.

*Elmer Mostow*  
Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

March 2, 1973.

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 1

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, is hereby amended to reflect the following change in the Department's Board of Contract Appeals:

Mr. Wingate E. Underhill is retiring from Government service during the first week of March 1973, and will no longer be Chairman of the Board of Contract Appeals. Mr. John H. Shouse will continue as Executive Secretary and member of the Board, and will serve as Acting Chairman of the Board until further notice, effective March 4, 1973.

*Earl L. Butz*

Secretary of Agriculture

COMMITTEES (*Board, Contract Appeals*)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

April 2, 1973

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 1

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, is hereby amended to reflect the following change in the Department's Board of Contract Appeals:

Mr. Winthrop E. Underhill is resigning from Government service during the first week of March 1973, and will no longer be Chairman of the Board of Contract Appeals. Mr. John H. Sweeney will continue as Executive Secretary and member of the Board, and will serve as Acting Chairman of the Board until further notice, effective March 4, 1973.

*Carl L. Burt*

Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

June 7, 1973.

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 2

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, and as supplemented on March 2, 1973, by Supplement 1 to the memorandum is hereby further amended to reflect the following change in the Department's Board of Contract Appeals:

Mr. Paul H. Rapp, Office of the General Counsel, is hereby made a member of the Board of Contract Appeals, vice Joseph A. Moss, Agricultural Stabilization and Conservation Service, retired.

*Earl L. Butz*

Secretary of Agriculture

COMMITTEES

(Board, Contract Appeals)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

June 7, 1973

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 2

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, and  
as supplemented on March 2, 1973, by Supplement 1 to the memorandum  
is hereby further amended to reflect the following change in the  
Department's Board of Contract Appeals:

Mr. Paul H. Rapp, Office of the General Counsel, is hereby made a  
member of the Board of Contract Appeals, vice Joseph A. Moss,  
Agricultural Stabilization and Conservation Service, retired.

*Paul H. Rapp*

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

June 20 1974

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 3

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, and as supplemented on March 2 and June 7, 1973, by Supplements 1 and 2 to the memorandum, is hereby further amended to reflect the following change in the Department's Board of Contract Appeals:

Mr. John H. Shouse, Executive Secretary and Acting Chairman of the Board of Contract Appeals is retiring from Government service effective June 30, 1974.

Until further notice, Mr. Paul H. Rapp, Office of the General Counsel, is hereby made Acting Chairman and Acting Executive Secretary of the Board of Contract Appeals effective July 1, 1974.

*Earl L. Butz*  
Secretary of Agriculture

*Earl L. Butz*  
Secretary of Agriculture

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*JS*

JUN 21 1974

COMMITTEES

*(Board, Contract Appeals)*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

June 20 1974

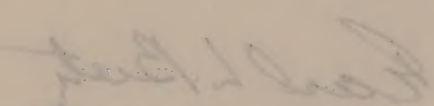
SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 3

Board of Contract Appeals

Secretary's Memorandum No. 1630, as revised October 4, 1971, and as supplemented on March 2 and June 7, 1973, by Supplements 1 and 2 to the memorandum, is hereby further amended to reflect the following change in the Department's Board of Contract Appeals:

Mr. John H. Shouse, Executive Secretary and Acting Chairman of the Board of Contract Appeals is retiring from Government service effective June 30, 1974.

Until further notice, Mr. Paul H. Rapp, Office of the General Counsel, is hereby made Acting Chairman and Acting Executive Secretary of the Board of Contract Appeals effective July 1, 1974.

  
Secretary of Agriculture





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

August 21, 1974

SECRETARY'S MEMORANDUM NO. 1630, REVISED  
SUPPLEMENT 4

Board of Contract Appeals

Secretary's Memorandum No. 1630, Revised, October 4, 1971, and supplemented on March 2, 1973, June 7, 1973, and June 20, 1974, by Supplements 1, 2 and 3, is hereby revised in its entirety to reflect the following changes in the Department's Board of Contract Appeals. Effective September 15, 1974, previous designations to the Board are revoked, and the membership of the Board of Contract Appeals will consist of the following:

Full-Time Members

Paul H. Rapp, Chairman  
Eric J. Curtis, Vice Chairman  
Jewel F. Lewis, Member

Part-Time Members

Melvin L. Cotner, Economic Research Service, Member  
Paul E. Nylander, Soil Conservation Service, Member

Mr. Paul H. Rapp is designated Chairman of the Board of Contract Appeals, and Mr. Eric J. Curtis is designated Vice Chairman.

Secretary of Agriculture

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AUG 22 1974

COMMITTEES

(Board Contract Appeals)

DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250



August 1, 1974

SECRETARY'S MEMORANDUM NO. 1630, REVISED  
SUPPLEMENT A

Board of Contract Appeals

Secretary's Memorandum No. 1630, Revised, October 4, 1971, and  
supplemented on March 2, 1972, June 7, 1973, and June 20, 1974,  
by Supplement 1, 2 and 3, is hereby revised in its entirety to  
reflect the following changes in the Department's Board of Con-  
tract Appeals. Effective September 15, 1974, previous designations  
to the Board are revoked, and the membership of the Board of Con-  
tract Appeals will consist of the following:

Full-Time Members

Paul H. Rapp, Chairman  
Eric J. Gurley, Vice Chairman  
Jewel E. Lewis, Member

Part-Time Members

Melvin L. Gerner, Economic Research Service, Member  
Paul E. Wylander, Soil Conservation Service, Member

Mr. Paul H. Rapp is designated Chairman of the Board of Contract  
Appeals, and Mr. Eric J. Gurley is designated Vice Chairman.

*Paul H. Rapp*  
Secretary of Agriculture

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Records & Distribution Div.

AUG 2 1974

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COMMITTEE





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

November 15, 1974

SECRETARY'S MEMORANDUM NO. 1630, REVISED (8/21/74)  
SUPPLEMENT ~~1~~ 5

Board of Contract Appeals

Secretary's Memorandum No. 1630, Revised, August 21, 1974, is hereby amended to reflect the following change in the Department's Board of Contract Appeals:

Robert G. Rue, former Director, Natural Resources Division, Office of the General Counsel, has been made a full-time member of the Board of Contract Appeals and designated Vice-Chairman, vice Eric J. Curtis, who has been designated Director, Natural Resources Division, Office of the General Counsel.

J. PHIL CAMPBELL  
Acting Secretary of Agriculture

COMMITTEES

(Board, Contract Appeals)



November 15, 1974

SECRETARY'S MEMORANDUM NO. 1630, REVISED (8/1/74)  
SUBJECT: BOARD OF CONTRACT APPEALS

Board of Contract Appeals

Secretary's Memorandum No. 1630, Revised, August 21, 1974, is hereby amended to reflect the following change in the Department's Board of Contract Appeals:

Robert G. Pitt, former Director, Natural Resources Division, Office of the General Counsel, has been made a full-time member of the Board of Contract Appeals and designated Vice-Chairman, vice Eric J. Curtis, who has been designated Director, Natural Resources Division, Office of the General Counsel.

J. BILL CAMPBELL  
Assistant Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

September 20, 1976

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

This cancels Secretary's Memorandum No. 1630, Revised, Supplement 5, dated November 15, 1974. The Board of Contract Appeals membership is designated pursuant to 7 CFR 24.2. The membership of the Board of Contract Appeals is changed to designate Lawrence D. Bruesch, Forest Service, as a part-time member vice Melvin L. Cotner, Economic Research Service. The membership of the Board of Contract Appeals consists of the following:

Full-Time Members

Paul H. Rapp, Chairman, Office of the Secretary  
Robert G. Rue, Vice Chairman, Office of the Secretary  
Jewel F. Lewis, Member, Office of the Secretary

Part-Time Members

Paul E. Nylander, Member, Soil Conservation Service  
Lawrence D. Bruesch, Member, Forest Service

*Earl L. Butz*

Secretary of Agriculture

COMMITTEES

*(Board, Contract Appeals)*



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

September 20, 1978

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

This cancels Secretary's Memorandum No. 1630, Revised, Supplement 2, dated November 12, 1974. The Board of Contract Appeals membership is designated pursuant to 5 CFR 24.2. The membership of the Board of Contract Appeals is changed to designate Lawrence D. Brunsch, Forest Service, as a part-time member vice Melvin L. Cotter, Economic Research Service. The membership of the Board of Contract Appeals consists of the following:

Full-Time Members

Paul H. Rapp, Chairman, Office of the Secretary  
Robert C. Rye, Vice Chairman, Office of the Secretary  
Jewel R. Lewis, Member, Office of the Secretary

Part-Time Members

Paul E. Wylander, Member, Soil Conservation Service  
Lawrence D. Brunsch, Member, Forest Service

Secretary of Agriculture

COMMITTEES



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

June 28, 1978

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

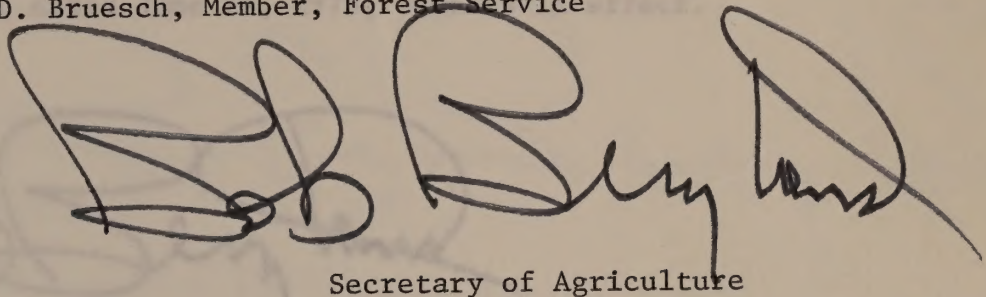
This supersedes Secretary's Memorandum 1630, Revised, September 20, 1976. This reissue of Secretary's Memorandum No. 1630, Revised, designates the membership of the Board of Contract Appeals in accordance with the regulations establishing the Board (7 CFR 24.2). The full-time members who are attorneys may use the organizational title "Administrative Judge" for internal administration and public convenience purposes (5 USC 5105(c)). The membership of the Board of Contract Appeals consists of the following:

Full-Time Members

Paul H. Rapp, Chairman, Office of the Secretary  
Robert G. Rue, Vice Chairman, Office of the Secretary  
Jewel F. Lewis, Member, Office of the Secretary

Part-Time Members

Paul E. Nylander, Member, Soil Conservation Service  
Lawrence D. Bruesch, Member, Forest Service



Secretary of Agriculture

COMMITTEES

(Board of Contract Appeals)



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON

June 28 1978

SECRETARY'S MEMORANDUM NO. 1630, REVISED

Board of Contract Appeals

This supersedes Secretary's Memorandum 1630, Revised, September 30, 1976. This release of Secretary's Memorandum No. 1630, Revised, designates the membership of the Board of Contract Appeals in accordance with the regulations establishing the Board (7 CFR 24.2). The full-time members who are attorneys may use the organizational title "Administrative Judge" for internal administration and public convenience purposes (2 USC 3102(c)). The membership of the Board of Contract Appeals consists of the following:

Full-Time Members

Paul H. Rapp, Chairman, Office of the Secretary  
Robert G. Rios, Vice Chairman, Office of the Secretary  
Jewel E. Lewis, Member, Office of the Secretary

Part-Time Members

Paul E. Nylander, Member, Soil Conservation Service  
Lawrence D. Brunsch, Member, Forest Service

Secretary of Agriculture

COMMITTEE (Board of Contract Appeals)



UN

AG

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

January 29, 1979

SECRETARY'S MEMORANDUM NO. 1630, REVISED,  
SUPPLEMENT 1

Board of Contract Appeals

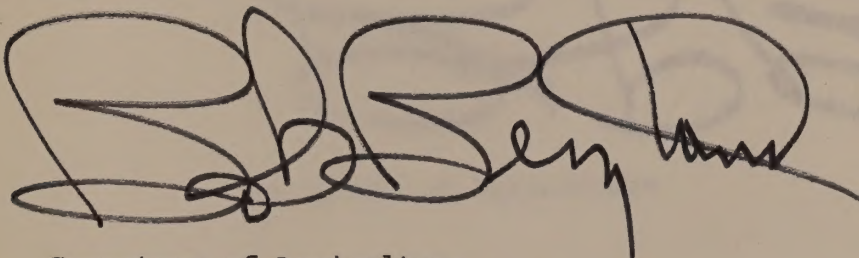
Secretary's Memorandum No. 1630, Revised, dated June 28, 1978, is supplemented as follows:

Sean Doherty is designated as a full-time member of the Board of Contract Appeals.

Jewel F. Lewis is designated Vice-Chairman effective February 26, 1979, in place of Robert G. Rue who is retiring from Federal service.

The designation of Paul E. Nylander, Soil Conservation Service, and Lawrence D. Bruesch, Forest Service, as part-time members of the Board is terminated effective February 26, 1979, to comply with requirements under the Contract Disputes Act of 1978 (Pub. L. 95-563; 41 USC 601 et seq.).

Except as changed by this supplement, Secretary's Memorandum No. 1630, Revised, dated June 28, 1978, remains in effect.



Secretary of Agriculture

COMMITTEES

(Board, Contract Appeals)





UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 4, 1980

SECRETARY'S MEMORANDUM NO. 1630, REVISED

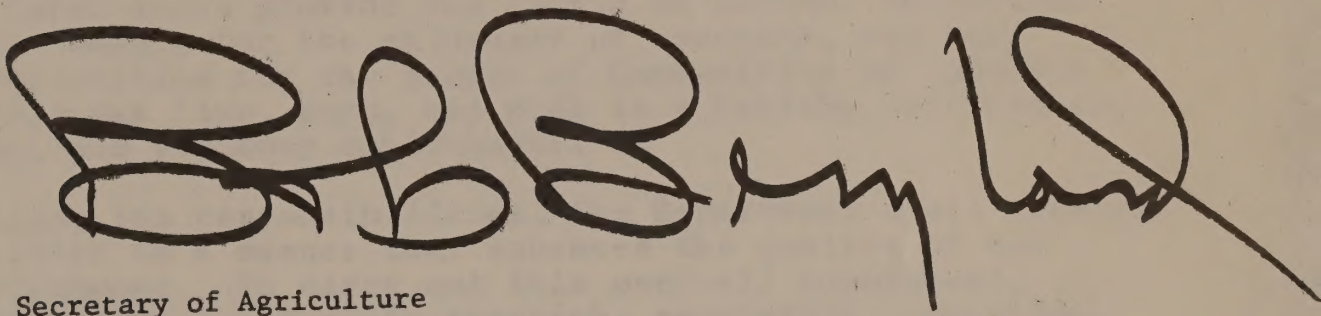
Board of Contract Appeals

This Memorandum designates the Chair, Vice Chair and Members serving as Administrative Judges on the Board of Contract Appeals of the Department of Agriculture. The Board continues to function as the agency board pursuant to the Contract Disputes Act of 1978 (41 USC 601-613) and also as the agency board pursuant to the Secretary's regulations in 7 CFR Part 24 and Part 2400.

The persons designated to serve on the Board as Administrative Judges are:

Paul H. Rapp, Chair  
Jewel F. Lewis, Vice Chair  
Sean Doherty, Member  
Edward Houry, Member

This supersedes Secretary's Memorandum No. 1630, Revised, June 28, 1978, and Supplement 1, January 29, 1979.



Secretary of Agriculture

COMMITTEES

(Board, Contract Appeals)





UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

March 19 1968

SECRETARY'S MEMORANDUM NO. 1631

Enhancing the Quality of the Environment

OFFICIAL  
SECRETARY'S FILES  
FILED  
RECORDS & COM. DIV.

*Cape* Basic Considerations. Environment describes the living conditions for people. Other forms of life that share the earth are a part of that environment. Enhancing the quality of man's environment in harmony with the productive use of our physical, biological, social, and economic resources is of direct concern to and is a major responsibility of the United States Department of Agriculture.

The Department, in cooperation with other agencies, is committed to improving, protecting, and restoring environmental values in the face of unprecedented demands being made on these values by modern society. Degradation of the environment, either rural or urban, can harm man, and other animal and plant life.

*Cape* Rural Challenge. Rural resources, for which the Department has the major responsibility, yield food, feed, fiber, forest products, and water for the Nation. They are basic to increasing and maintaining the incomes of farm and other rural people. Rural areas provide the locale of outdoor recreation and natural beauty for the enjoyment of everyone, and they offer opportunities for the growth of Communities of Tomorrow where people may live, work, and play in a healthy, attractive, prosperous, and vigorous environment.

In fulfilling its responsibilities, the Department shall conduct its activities in a manner that enhances the quality of our total environment. To carry out this over-all commitment, the Department will intensify research, regulation, education, and action programs into a total systems approach to carry out environmental objectives. It will emphasize and give priority to those opportunities that contribute most to the improvement of the quality of the environment of the American people such as:

- Initial Cape* 1. REDUCTION OF THE DAMAGES AND LOSSES FROM POLLUTION to soil, water, and air by agricultural chemicals, crop, livestock, and forestry wastes, sediment, sewage, and mining operations. The Department will continue to work with other Federal, State, and local agencies to minimize air and water pollution from urban and industrial sources.

POLLUTION



March 17 1958

SECRETARY'S MEMORANDUM NO. 1231

Enhancing the Quality of the Environment

Basic Considerations. Environment describes the living conditions for people. Other forms of life that share the earth are a part of that environment. Enhancing the quality of man's environment in harmony with the productive use of our physical, biological, social, and economic resources is of direct concern to and is a major responsibility of the United States Department of Agriculture.

The Department, in cooperation with other agencies, is committed to improving, protecting, and restoring environmental values in the face of unprecedented demands being made on these values by modern society. Degradation of the environment, either rural or urban, can harm man, and other animal and plant life.

Rural Challenge. Rural resources, for which the Department has the major responsibility, yield food, feed, fiber, forest products, and water for the Nation. They are basic to increasing and maintaining the incomes of farm and other rural people. Rural areas provide the locale of outdoor recreation and natural beauty for the enjoyment of everyone, and they offer opportunities for the growth of communities of tomorrow where people may live, work, and play in a healthy, attractive, prosperous, and vigorous environment.

In fulfilling its responsibilities, the Department shall conduct its activities in a manner that enhances the quality of our total environment. To carry out this over-all commitment, the Department will intensify research, regulation, education, and action programs into a total systems approach to carry out environmental objectives. It will emphasize and give priority to those opportunities that contribute most to the improvement of the quality of the environment of the American people such as:

1. REDUCTION OF THE DAMAGES AND LOSSES FROM POLLUTION to soil, water, and air by agricultural chemicals, crop, livestock, and forestry wastes, sediment, sewage, and mining operations. The Department will continue to work with other Federal, State, and local agencies to minimize air and water pollution from urban and industrial sources.



*Initial  
Copy* 2. REVITALIZING RURAL COMMUNITIES through effective, balanced use of human talents and natural and economic resources to achieve more jobs, with more income for more people. The goal is to build Communities of Tomorrow that can reverse the present trend toward metropolitan congestion and help attain a rural-urban balance in which man can live in harmony with his environment.

*Initial  
Copy* 3. MAINTAINING AND IMPROVING THE QUALITY OF RURAL LIVING as an attractive, healthful place to live, through increased assistance providing equally to all people the services and amenities of contemporary life--such as housing, water supply, waste disposal, power, communication, transportation and education.

*Initial  
Copy* 4. EXPANDING OUTDOOR RECREATION to help meet the public demand, and to create jobs and strengthen the economy of the countryside. The Department will expand recreational facilities in the National Forests and provide financial, technical, and educational assistance to rural communities, farmers, and others to establish or enlarge such facilities for public use.

*Initial  
Copy* 5. ENHANCING NATURAL BEAUTY through landscaping, screening of residential and industrial developments, rehabilitation of surface-mined lands, protection of soil and plants, and conservation activities generally.

*Initial  
Copy* 6. PROTECTING PUBLIC HEALTH in both rural and urban areas by controlling pests that ravage food crops and livestock, and transmit human diseases, guarding the wholesomeness and quality of food products against contamination, reducing pollution of soil, water, and air, and providing and improving sanitation and waste disposal systems in rural areas.

*Copy* Community of Interest. Improving the total environment of rural and urban people depends upon the sustained cooperation of all segments of society. Building upon its historic working relationships, the Department shall continue to encourage and support State and local governments, conservation and other districts, educational institutions, private organizations, and farmers, ranchers, and landholders in the multiple use of natural and human resources for the benefit of everyone. The Department will cooperate fully with other Federal agencies engaged in environmental activities.



3. REVITALIZING RURAL COMMUNITIES through effective, balanced use of human talents and natural and economic resources to achieve more jobs, with more income for more people. The goal is to build Communities of Tomorrow that can reverse the present trend toward metropolitan congestion and help attain a rural-urban balance in which man can live in harmony with his environment.

3. MAINTAINING AND IMPROVING THE QUALITY OF RURAL LIVING as an attractive, beautiful place to live, through increased assistance providing equally to all people the services and amenities of contemporary life--such as housing, water supply, waste disposal, power, communication, transportation and education.

4. EXPANDING OUTDOOR RECREATION to help meet the public demand, and to create jobs and strengthen the economy of the countryside. The Department will expand recreational facilities in the National Forests and provide financial, technical, and educational assistance to rural communities, farmers, and others to establish or enlarge such facilities for public use.

5. ENHANCING NATURAL BEAUTY through landscaping, screening of residential and industrial developments, rehabilitation of surface-mined lands, protection of soil and plants, and conservation activities generally.

6. PROTECTING PUBLIC HEALTH in both rural and urban areas by controlling pests that ravage food crops and livestock, and transmit human diseases, guarding the wholesomeness and quality of food products against contamination, reducing pollution of soil, water, and air, and providing and improving sanitation and waste disposal systems in rural areas.

Community of Interest. Improving the total environment of rural and urban people depends upon the sustained cooperation of all segments of society. Building upon its historic working relationships, the Department shall continue to encourage and support State and local governments, conservation and other districts, educational institutions, private organizations, and farmers, ranchers, and landholders in the multiple use of natural and human resources for the benefit of everyone. The Department will cooperate fully with other Federal agencies engaged in environmental activities.



To enhance the quality of our total environment, in accordance with the objectives outlined above, the Department will propose and implement, as needed, new policies and programs put forward in the interest of a healthy, attractive, prosperous, and vigorous environment for all Americans.

SECRETARY'S MEMORANDUM NO.

National Meat Inspection Advisory Committee

*Quill F. Furman*

The objectives of the Wholesome Meat Act are to protect the consuming public from meat and meat food products which are adulterated or misbranded. The Act provides for rules to be promulgated by the Federal Meat Inspection Program and State Meat Inspection Program. The Secretary is authorized, after determining that it will effectuate the purposes of the Act, to cooperate with appropriate State agencies in developing and administering an effective State meat inspection program, including the regulation of meat processors and related industries.

The Secretary may also appoint advisory committees to consult with him concerning State and Federal programs with respect to meat inspection and other matters within the scope of the Act. This includes (1) evaluating State programs for the purposes of the Act, (2) obtaining better coordination and more uniformity among the State programs and between Federal and State programs, and (3) providing adequate protection of consumers. In accordance with this provision of the Act, the National Meat Inspection Advisory Committee, consisting of State officials concerned with or responsible for programs under the Act, is hereby established. This Committee will provide valuable assistance in implementing meat inspection programs.

The Committee will serve for a period of two years and will report at the request of the Chairman. Funds are available for reimbursement for travel and per diem expenses of Committee members.

Members of the Committee Are:

Philip Alcamp (New Jersey)  
Phil Campbell (Georgia)  
Joseph E. Cannon (Rhode Island)  
Earl Coke (California)  
Dexter D. Davis (Missouri)  
Joseph H. Francis (Utah)  
Donald H. McDowell (Missouri)  
W. F. Moss (Tennessee)  
Ira L. Myers (Alabama)

A. C. Offutt (Indiana)  
John P. Owens (Colorado)  
Irene L. Paster (Louisiana)  
James E. Peavy (Texas)  
Robert M. Schneider (Illinois)  
Stanley I. Trenchelle (Idaho)  
Don J. Wickham (New York)  
A. G. Wilcox (Montana)

To enhance the quality of our total environment, in accordance with the objectives outlined above, the Department will propose and implement, as needed, new policies and programs put forward in the interest of a healthy, attractive, prosperous, and vigorous environment for all Americans.

A handwritten signature in dark ink, appearing to be "Dwight D. Eisenhower", is located in the upper middle section of the page.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

OFFICIAL  
SECRETARY'S FILES  
FILED  
SECY'S RECORDS & COM. DIV.

March 20 1968

SECRETARY'S MEMORANDUM NO.

National Meat Inspection Advisory Committee

1632

The objectives of the Wholesome Meat Act are to protect the consuming public from meat and meat food products that are adulterated or misbranded. The Act provides for this to be achieved by the Federal Meat Inspection Program and State Meat Inspection Programs. The Secretary is authorized, after determining that it will effectuate the purposes of the Act, to cooperate with appropriate State agencies in developing and administering an effective State meat inspection program, including the regulation of meat processors and related industries.

The Secretary may also appoint advisory committees to consult with him concerning State and Federal programs with respect to meat inspection and other matters within the scope of the Act. This includes (1) evaluating State programs for the purposes of the Act, (2) obtaining better coordination and more uniformity among the State programs and between Federal and State programs, and (3) providing adequate protection of consumers. In accordance with this provision of the Act, the National Meat Inspection Advisory Committee, consisting of State officials concerned with or responsible for programs under the Act, is hereby established. This Committee will provide valuable assistance in implementing meat inspection programs.

The Committee will serve for a period of two years and will meet at the request of the Chairman. Funds are available for reimbursement for travel and per diem expenses of Committee members.

Members of the Committee are:

Phillip Alampi (New Jersey)  
Phil Campbell (Georgia)  
Joseph E. Cannon (Rhode Island)  
Earl Coke (California)  
Dexter D. Davis (Missouri)  
Joseph H. Francis (Utah)  
Donald N. McDowell (Wisconsin)  
W. F. Moss (Tennessee)  
Ira L. Myers (Alabama)

A. C. Offutt (Indiana)  
John P. Orcutt (Colorado)  
Dave L. Pearce (Louisiana)  
James E. Peavy (Texas)  
Robert M. Schneider (Illinois)  
Stanley I. Trenhaile (Idaho)  
Don J. Wickham (New York)  
A. O. Wilson (Montana)

COMMITTEES

*Meat.*  
*(Meat Inspection Advisory)*



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

March 9 1968

SECRETARY'S MEMORANDUM NO.

National Meat Inspection Advisory Committee

The objectives of the Wholesome Meat Act are to protect the consuming public from meat and meat food products that are adulterated or misbranded. The Act provides for this to be achieved by the Federal Meat Inspection Program and State Meat Inspection Programs. The Secretary is authorized, after determining that it will effectuate the purposes of the Act, to cooperate with appropriate State agencies in developing and administering an effective State meat inspection program, including the regulation of meat processors and related industries.

The Secretary may also appoint advisory committees to consult with him concerning State and Federal programs with respect to meat inspection and other matters within the scope of the Act. This includes (1) evaluating State programs for the purposes of the Act, (2) obtaining better coordination and more uniformity among the State programs and between Federal and State programs, and (3) providing adequate protection of consumers. In accordance with this provision of the Act, the National Meat Inspection Advisory Committee, consisting of State officials concerned with or responsible for programs under the Act, is hereby established. This Committee will provide valuable assistance in implementing meat inspection programs.

The Committee will serve for a period of two years and will meet at the request of the Chairman. Funds are available for reimbursement for travel and per diem expenses of Committee members.

Members of the Committee are:

|                                 |                                |
|---------------------------------|--------------------------------|
| Phillip Alampi (New Jersey)     | A. O. Offutt (Indiana)         |
| Phil Campbell (Georgia)         | John P. Orsatt (Colorado)      |
| Joseph E. Cannon (Rhode Island) | Dave L. Pearce (Louisiana)     |
| Earl Coke (California)          | James E. Peavy (Texas)         |
| Dexter D. Davis (Missouri)      | Robert M. Schneider (Illinois) |
| Joseph H. Francis (Utah)        | Stanley I. Trenchard (Idaho)   |
| Donald N. McDowell (Wisconsin)  | Don J. Wickham (New York)      |
| W. F. Moss (Tennessee)          | A. O. Wilson (Montana)         |
| Ira L. Myers (Alabama)          |                                |

COMMITTEE



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

2

Mr. George L. Mehren, Assistant Secretary for Marketing and Consumer Services, will serve as Chairman of the Committee; Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Vice Chairman; and Dr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.

*John A. Schnittker*  
John A. Schnittker  
Acting Secretary

The objectives of the Wholesome Meat Inspection Act are to protect the public from meat and meat food products which are adulterated or misbranded. The Act provides for this to be achieved by the Federal Meat Inspection Program and State Meat Inspection Programs. The Secretary is authorized, after determining the necessity of the Act, to cooperate with appropriate State agencies in developing and administering an effective State meat inspection program, including the regulation of meat processors and related industries.

The Secretary may also appoint advisory committees to consult with him concerning State and Federal programs with respect to meat inspection and other matters within the scope of the Act. This includes (1) evaluating State programs for the purposes of the Act, (2) obtaining better coordination and more uniformity among the State programs and between Federal and State programs, and (3) providing adequate protection of consumers. In accordance with this provision of the Act, the National Meat Inspection Advisory Committee, consisting of State officials concerned with or responsible for programs under the Act, is hereby established. This Committee will provide valuable assistance in implementing meat inspection programs. The Committee will serve for a period of two years and will meet at the request of the Chairman.

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Phillip Alonzi (New Jersey)  
Phil Campbell (Georgia)  
Boyle Connor (Florida)  
Dexter D. Davis (Missouri)  
Joseph H. Francis (Utah)  
Donald H. McDowell (Wisconsin)  
W. F. Moss (Tennessee)  
Ira L. Myers (Alabama)  
A. C. Offutt (Indiana)

John P. Orsatti (Colorado)  
Dave L. Pearson (Louisiana)  
James E. PERRY (Texas)  
Robert M. Schneider (Illinois)  
Stanley I. Tenenbail (Idaho)  
Don J. Wickham (New York)  
A. G. Wilson (Montana)  
Harold G. Wilson (California)

Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Chairman of the Committee; Dr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service will serve as Vice Chairman; and Dr. R. K. Stammers, Assistant Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.

Mr. George J. Mahan, Assistant Secretary for Marketing and Consumer Services, will serve as Chairman of the Committee; Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Vice Chairman; and Mr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.

John A. Schmitt  
Acting Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

July 19 1968

SECRETARY'S MEMORANDUM NO. 1632, REVISED

OFFICIAL  
SECRETARY'S FILES

National Meat Inspection Advisory Committee

FILED  
SECY'S RECORDS & COM. DIV.

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Phillip Alampi (New Jersey)  
Phil Campbell (Georgia)  
Doyle Conner (Florida)  
Dexter D. Davis (Missouri)  
Joseph H. Francis (Utah)  
Donald N. McDowell (Wisconsin)  
W. F. Moss (Tennessee)  
Ira L. Myers (Alabama)  
A. C. Offutt (Indiana)

John P. Orcutt (Colorado)  
Dave L. Pearce (Louisiana)  
James E. Peavy (Texas)  
Robert M. Schneider (Illinois)  
Stanley I. Trenhaile (Idaho)  
Don J. Wickham (New York)  
A. O. Wilson (Montana)  
Herald G. Wixom (California)

Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Chairman of the Committee; Dr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service will serve as Vice Chairman; and Dr. H. M. Steinmetz, Assistant Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.

COMMITTEES

(Meat Inspection, Nat. Adv.)



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

July 19 1968

SECRETARY'S MEMORANDUM NO. 1632, REVISED

National Meat Inspection Advisory Committee

The objectives of the Wholesome Meat Act are to protect the consuming public from meat and meat food products that are adulterated or misbranded. The Act provides for this to be achieved by the Federal Meat Inspection Program and State Meat Inspection Programs. The Secretary is authorized, after determining that it will effectuate the purposes of the Act, to cooperate with appropriate State Agencies in developing and administering an effective State meat inspection program, including the regulation of meat processors and related industries.

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Members of the Committee are:

|                                |                                |
|--------------------------------|--------------------------------|
| John P. Orcutt (Colorado)      | Phillip Alampi (New Jersey)    |
| Dave L. Pearce (Louisiana)     | Phil Campbell (Georgia)        |
| James E. Peavy (Texas)         | Doyle Conner (Florida)         |
| Robert M. Schneider (Illinois) | Dexter D. Davis (Missouri)     |
| Stanley I. Trenthall (Idaho)   | Joseph H. Francis (Utah)       |
| Don J. Wickham (New York)      | Donald N. McDowell (Wisconsin) |
| A. O. Wilson (Montana)         | W. F. Moss (Tennessee)         |
| Herald G. Wixom (California)   | Ira L. Myers (Alabama)         |
|                                | A. C. Offutt (Indiana)         |

Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Chairman of the Committee; Dr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service will serve as Vice Chairman; and Dr. H. M. Steinmetz, Assistant Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.



Subcommittees composed of the above Committee members may be established to study and make recommendations on specific problems assigned to them.

In addition to the Committee members, it is planned to invite the participation of State technical and operational meat inspection representatives, when needed, to assist the Committees.

Funds are available for reimbursement for travel and per diem expenses of Committee members, and invited State technical and operational representatives.

Secretary's Memorandum No. 1632, dated March 20, 1968, is hereby superseded.

*Quill F. Furman*

In order to provide for this type of discussion and deliberation, as planned above, I am establishing an Advisory Committee on State and Federal Forestry. Establishment of this Committee is in the interest of the Department in connection with the performance of the duties and responsibilities of the Department and the Forest Service Bureau of Land Management in carrying out a variety of cooperative forestry programs.

The Committee will meet at the request of the Chairman to advise the Department on matters relating to the protection, management, and development of the Nation's non-Federal forest land and resources. The Committee will serve for a two-year period. Funds will be made available for reimbursement of travel and other official expenses of Committee members.

Mr. John A. Baker, Assistant Secretary, will be the Chairman of the Committee. Edward E. Cliff, Chief of the Forest Service, will be the Vice Chairman. A member of the Forest Service will serve as Executive Secretary for the Committee. Selection of the 15 members of the Committee may be, but is not limited to, representatives of the following State forestry organizations: small wood-using industry, large land-owning timber industry, forestry non-forest owner of small forest lands, forestry educators, consultant foresters, rural youth leader, garden club member or other women's groups, and mayor or other urban leader.

*Quill F. Furman*

*John A. Baker, Assistant Secretary*

Subcommittees composed of the above Committee members may be established to study and make recommendations on specific problems assigned to them.

In addition to the Committee members, it is planned to invite the participation of State technical and operational and inspection representatives, when needed, to assist the Committees.

Funds are available for reimbursement for travel and per diem expenses of Committee members, and invited State technical and operational representatives.

Secretary's Memorandum No. 1632, dated March 20, 1968, is hereby superseded.

A handwritten signature in blue ink, appearing to read "D. H. F. Tamm", is located in the upper middle section of the page.





DEPARTMENT OF AGRICULTURE  
WASHINGTON 25, D.C.

April 19 1968

SECRETARY'S MEMORANDUM NO. 1633

Advisory Committee on State and Private Forestry

The advancement of forestry on State and private lands has long been a matter of mutual concern to wood-using industries, State governments, Federal agencies, landowners, and others. The broadening scope of cooperative forestry programs, the role of forest development and use in combating rural poverty and other social and economic ills, the growing importance of non-Federal forests as sources of wood, water, wildlife, recreation, natural beauty, and other public benefits, increasing concern over the quality of man's environment--these and other emerging trends of critical significance underscore the need for joint discussion and evaluation of the issues by the parties concerned. In particular, there is a need for the Department and the Forest Service to have the benefit of pertinent counsel from a cross section of the Nation's leadership representing a variety of interests.

In order to provide for this type of discussion and deliberation on a planned basis, I am establishing an Advisory Committee on State and Private Forestry. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department and the Forest Service imposed by laws defining a variety of cooperative forestry programs.

The Committee will meet at the request of the Chairman to advise the Department on matters relating to the protection, management, and development of the Nation's non-Federal forest land and resources. The Committee will serve for a two-year period. Funds will be made available for reimbursement of travel and other official expenses of Committee members.

Mr. John A. Baker, Assistant Secretary, will be the Chairman of the Committee. Edward P. Cliff, Chief of the Forest Service, will be the Vice Chairman. A member of the Forest Service will serve as Executive Secretary for the Committee. Selection of the 15 members of the Committee may be, but is not limited to, representatives of the following: State forestry organization, small wood-using industry, large land-owning timber industry, farmer, non-farm owner of small forest tract, forestry educator, consultant forester, rural youth leader, garden club member or other women's group, and a mayor or other urban leader.

*Quill L. Freeman*

COMMITTEES

*(State & Private Forestry, Advisory)*



# DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D.C.



April 1933

SECRETARY'S MEMORANDUM NO. 148

## Advisory Committee on State and Private Forestry

The advancement of forestry on State and private lands has long been a matter of mutual concern to wood-using industries, State governments, Federal agencies, landowners, and others. The broadening scope of cooperative forestry programs; the role of forest development and use in combating rural poverty and other social and economic ills; the growing importance of non-Federal forests as sources of wood, water, wildlife, recreation, natural beauty, and other public benefits; increasing concern over the quality of man's environment--these and other emerging trends of critical significance underscore the need for joint discussion and evaluation of the issues by the parties concerned. In particular, there is a need for the Department and the Forest Service to have the benefit of pertinent counsel from a cross section of the Nation's leadership representing a variety of interests.

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The Committee will meet at the request of the Chairman to advise the Department on matters relating to the protection, management, and development of the Nation's non-Federal forest land and resources. The Committee will serve for a two-year period. Funds will be made available for reimbursement of travel and other official expenses of Committee members.

Mr. John A. Baker, Assistant Secretary, will be the Chairman of the Committee. Edward P. Clift, Chief of the Forest Service, will be the Vice Chairman. A member of the Forest Service will serve as Executive Secretary for the Committee. Selection of the 15 members of the Committee may be, but is not limited to, representatives of the following: State forestry organizations; small wood-using industry; large land-owning timber industry; farmer; non-farm owner of small forest tract; forestry educator; consultant forester; rural youth leader; garden club member or other women's group; and mayor or other urban leader.

*[Handwritten signature]*

COMMITTEE





DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 14 1970

SECRETARY'S MEMORANDUM NO. 1633, REVISED

Advisory Committee on State and Private Forestry

The advancement of forestry on State and private lands has long been a matter of mutual concern to wood-using industries, State governments, Federal agencies, landowners, and others. The broadening scope of cooperative forestry programs, the role of forest development and use in combating rural poverty and other social and economic ills, the growing importance of non-Federal forests as sources of wood, water, wildlife, recreation, natural beauty, and other public benefits, increasing concern over the quality of man's environment--these and other emerging trends of critical significance underscore the need for joint discussion and evaluation of the issues by the parties concerned. In particular, there is a need for the Department and the Forest Service to have the benefit of pertinent counsel from a cross section of the Nation's leadership representing a variety of interests.

In order to provide for this type of discussion and deliberation on a planned basis, I hereby establish an Advisory Committee on State and Private Forestry. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department and the Forest Service imposed by laws defining a variety of cooperative forestry programs.

The Committee will meet at the request of the Chairman to advise the Department on major matters relating to the protection, management, and development of the Nation's non-Federal forest land and resources. The Committee shall be in existence for a two-year period from the date of this Memorandum. Funds will be made available for reimbursement of travel and other official expenses of Committee members.

The Assistant Secretary of Agriculture for Rural Development and Conservation will be the permanent Chairman of the Committee. The Chief of the Forest Service will be the Vice Chairman. A member of the Forest Service will serve as Executive Secretary for the Committee--membership of the Committee shall consist of 15 persons to be selected by me. Those selected will be from the following, or other, interest areas: State conservation organizations, small wood-using industry, large timber industry, farmer, agriculture and forestry educators, consultant foresters, conservation associations, garden club or other womens' group, and State extension organizations.

This Memorandum supersedes Secretary's Memorandum No. 1633, dated April 19, 1968.

*Clifford M. Hardin*

Clifford M. Hardin  
Secretary of Agriculture

COMMITTEES

(State & Private Forestry Adv.)





SECRETARY'S MEMORANDUM NO. 15

Advisory Committee on State and Private Forestry

The advancement of forestry on State and private lands has long been a matter of mutual concern to wood-using industries, State governments, Federal agencies, landowners, and others. The widespread scope of cooperative forestry programs, the role of forest development and use in combating rural poverty and other social and economic ills, the growing importance of non-Federal forests as sources of wood, water, wildlife, recreation, natural beauty, and other public benefits, increasing concern over the quality of man's environment--these and other emerging trends of critical significance underscore the need for joint discussion and evaluation of the issues by the parties concerned. In particular, there is a need for the Department and the Forest Service to have the benefit of pertinent counsel from a cross section of the Nation's leadership representing a variety of interests.

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This Memorandum supersedes Secretary's Memorandum No. 1033, dated April 19, 1962.

*Clifford M. Hansen*

Secretary of Agriculture

COMMITTEE ON STATE AND PRIVATE FORESTRY



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

April 30 1968

SECRETARY'S MEMORANDUM NO. 1634

International Agricultural Development Committee

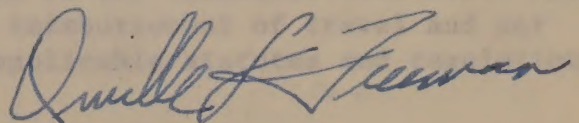
This committee was established in 1963 to make recommendations on basic objectives, policies and proposals arising in the administration of the Department's technical assistance and agricultural development activities abroad, and to develop ways and means for fully utilizing Department competence and other resources in support of the U.S. foreign economic and technical assistance responsibilities assigned to this Department.

The current membership consists of the heads of the following agencies and offices:

Agricultural Research Service  
Agricultural Stabilization and Conservation Service  
Consumer and Marketing Service  
Cooperative State Research Service  
Economic Research Service  
Farmer Cooperative Service  
Farmers Home Administration  
Federal Extension Service  
Foreign Agricultural Service  
Forest Service  
International Agricultural Development Service  
International Organizations Staff  
Office of Budget and Finance  
Office of Personnel  
Rural Community Development Service  
Rural Electrification Administration  
Soil Conservation Service  
Statistical Reporting Service

The Deputy Assistant Secretary for International Affairs serves as Chairman of the International Agricultural Development Committee, with the Administrator of the International Agricultural Development Service as Executive Secretary.

Secretary's Memoranda No. 1536 of June 25, 1963, and Supplement 1, Revised of August 13, 1965, are hereby superseded.



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COMMITTEES (Internatl. Agricultural Development)



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

April 30 1968

SECRETARY'S MEMORANDUM NO. 1536

International Agricultural Development Committee

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Cooperative State Research Service  
Economic Research Service  
Farmer Cooperative Service  
Farmers Home Administration  
Federal Extension Service  
Foreign Agricultural Service  
Forest Service  
International Agricultural Development Service  
International Organizations Staff  
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Approved: \_\_\_\_\_  
Secretary's Office & Admin. Div.

COMMITTEE



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D.C. 20250

May 1 1968

SECRETARY'S MEMORANDUM NO. 1635

OFFICIAL  
SECRETARY'S FILES

Packers and Stockyards Poultry Committee

FILED  
SECY'S RECORDS & COM. DIV.

New Trends in Poultry Marketing Practices

In recent years, extensive changes have evolved in methods of marketing poultry and poultry products. New techniques and channels have been adopted which depart significantly from traditional and long established marketing practices. These changes have created serious problems related to the administration of the Packers and Stockyards Act. There is an immediate need to evaluate the adaptability of the law to present marketing methods. New regulations are needed in connection with a poultry program under the Act which will effectively deal with marketing problems related to the administration of this law.

Revision of Program Desirable

Any revisions of the poultry program should be made as realistic and current as possible to reflect the present marketing conditions. The advice of both the regulated industry and producers, whom the Act is designed to protect, can be helpful in achieving this objective. Such advice should also assist in identifying major current problems and the determination of appropriate measures for their solution.

Committee Established

In order to provide the operating program with such information and counsel in the field of poultry marketing, I am establishing a Packers and Stockyards Poultry Committee. This Committee is needed in the public interest in connection with the performance of duties and responsibilities carried out under the Packers and Stockyards Act. The Committee will meet at the request of the chairman to advise the Department on matters associated with the marketing of poultry and poultry products, particularly as they relate to the administration of the Act. Members of the Committee will serve for one year and will be eligible for reimbursement of travel and per diem expenses in accordance with applicable statutes and regulations.

COMMITTEES

(Packers & Stockyard Poultry)



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D.C. 20250

May 1 1968

SECRETARY'S MEMORANDUM NO. 1027

Packers and Stockyards Poultry Committee

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COMMITTEE (Poultry Marketing)



### Committee Members

Mr. George L. Mehren, Assistant Secretary, Marketing and Consumer Services, will be the Chairman of the Committee, and Mr. Donald A. Campbell, Administrator, Packers and Stockyards Administration, will be the Vice Chairman. Mr. John T. Coyne, Packers and Stockyards Administration, will be the Executive Secretary.

Membership of the Committee follows:

Paul N. Bandy - Georgia  
Bruce H. Eaker - North Carolina  
Albert J. Ebers - Nebraska  
Ben F. Englebrecht - Texas  
Otis G. Esham - Maryland  
James C. Finlayson - Minnesota  
Douglas G. Fleming - Indiana  
Dr. John C. Hammond - Delaware  
Garland G. Lewis - Mississippi  
George A. Miller - Wisconsin  
Leon E. Mote - Alabama

Charles K. Olcott - Illinois  
John H. Perry - Washington  
Lloyd H. Peterson - Minnesota  
Paul L. Phillips - Maryland  
W. C. Pulliam - Georgia  
Alvoid V. Scollard - California  
A. C. Smith - Georgia  
Alton L. Stevens - Maine  
George E. Tenney - Arkansas  
A. Randolph Webb - Arkansas  
John E. Williams - California

*Quill & Feenan*

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Administration, will be the Vice Chairman. Mr. John F. Coyne,  
Packers and Stockyards Administration, will be the Executive  
Secretary.

Membership of the Committee follows:

|                                |                                 |
|--------------------------------|---------------------------------|
| Charles K. Olcott - Illinois   | Paul K. Sandy - Georgia         |
| John M. Perry - Washington     | Bruce H. Baker - North Carolina |
| Lloyd H. Peterson - Minnesota  | Albert J. Kere - Nebraska       |
| Paul L. Phillips - Maryland    | Ben F. Engelbrecht - Texas      |
| W. C. Pollard - Georgia        | Otis C. Esham - Maryland        |
| Alvin V. Scollard - California | James C. Finlayson - Minnesota  |
| A. C. Smith - Georgia          | Douglas G. Fleming - Indiana    |
| Alton E. Stevens - Maine       | Dr. John C. Hammond - Delaware  |
| George E. Toney - Arkansas     | Garland C. Lewis - Mississippi  |
| A. Randolph Webb - Arkansas    | George A. Miller - Wisconsin    |
| John E. Williams - California  | Leon E. Note - Alabama          |

*Donald A. Campbell*



UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary  
Washington, D. C. 20250

OFFICIAL SECRETARY'S FILES

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GOV'T RECORDS & COM. DIV.

May 2 1968

MEMORANDUM NO. 1636

New U. S. Government Correspondence Manual

1. Manual Now Available. The General Services Administration has just issued the 1968 edition of the U. S. Government Correspondence Manual. This Manual makes obsolete the one which had been used for the past seven years. Agencies may requisition the 1968 Manual from Central Supply Section or from the Federal Supply Centers.
2. Policy. It is the policy of the Department to use the Government Correspondence Manual in its published form. Any Departmental changes or additions will be issued in the form of page supplements to the Manual. It is recommended that agencies follow this same policy.
3. Format Changes. The new Correspondence Manual makes some significant changes in the format of our letters. Some modifications in the prescribed formats are authorized for Department-wide use. These are shown below and are illustrated in the attached letter samples. Agencies may not institute other changes without first getting permission from the Office of Management Improvement. Too many departures from the Manual will reduce its effectiveness by weakening what is intended to be Government-wide, standardized procedure.
4. Informal Letters. The Informal Letter makes obsolete Optional Form 10, U. S. Government Memorandum and Agency Memorandum Stationery based on Optional Form 10. Existing supplies of Optional Form 10 and Memorandum Stationery should be used up. Use the Informal Letter for internal correspondence and for routine letters to the public and to business or professional colleagues.
5. Formal Letter. The Formal Letter illustrated in the Correspondence Manual is similar to the format we have been using, except that date, salutation, complimentary close, and signature appear on the left. The Formal Letter should be used when the writer knows that the

CORRESPONDENCE



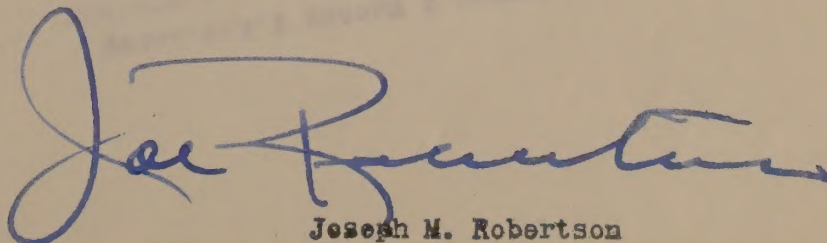




addressee would expect a more personalized letter than the Informal Letter provides. Use the Formal Letter for all letters signed in the Office of the Secretary, and when writing to the White House, the Congress and to heads of Government agencies and institutions outside this Department.

6. U.S.D. A. Modifications. The following USDA modifications are authorized for Department-wide use:
  - a. Reply to Attn. of. If an agency does not use, or plan to use, correspondence symbols for internal routing of mail, it may eliminate the caption "Reply to Attn. of:" from its Informal letterhead.
  - b. Placement of Date. Agencies shall continue to place the date on the right side of the Formal or Informal Letter, as has been done in the past.
  - c. Subject Line. Writers may use a "Subject" line in Formal Letters if it seems particularly desirable and appropriate, except in letters to the White House, the Congress, and to the heads of agencies and installations outside this Department.
7. Window Envelopes. The prescribed letter formats are designed for window envelope use. Such use will be made considerably easier if agencies will print guide marks on their stationery to show typists where to type the address and fold the letter so it will align with the opening in the window envelope. The attached samples of the Formal and Informal Letters illustrate how this can be done.
8. Further Information. Questions concerning the new Correspondence Manual should be directed to the Office of Management Improvement, (Extension 7231). I hope that agencies will give a fair trial to any feature of the Manual that might at first look objectionable before proposing an exemption from that feature.

Attachments



Joseph M. Robertson  
Assistant Secretary for Administration







UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D.C. 20250

5-20-68

SECRETARY'S MEMORANDUM NO. 1636, <sup>(Correction)</sup> ~~AMENDMENT 1~~

New U.S. Government Correspondence Manual

**New Exhibits.** The two sample letters which accompanied Secretary's Memorandum No. 1636 did not show guide marks in the margins for folding. Those two sample letters should be replaced by the two attached.

**Attachments**

- a. Most elements are placed along the left margin style minimizes the use of the space bar, tabulator or tabular bar.
- b. Salutations and complimentary closes are used in letters. They may be included in letters to an individual personal or private matter letters of condolence, notices of illness, where a warm and personal feeling is paramount, or where protocol or courtesy dictates.
- c. The address is positioned for use in a window envelope, eliminating the need for taping an envelope.

JOHN B. SMITH  
Administrator of Correspondence

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CORRESPONDENCE

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1036, AMENDMENT I

New U.S. Government Correspondence Manual

New Exhibits. The two sample letters which accompanied Secretary's Memorandum No. 1036 did not show guide marks in the margins for folding. Those two sample letters should be replaced by the two attached.

Attachments

Processed and Indexed  
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COMPLETION



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF MANAGEMENT IMPROVEMENT  
WASHINGTON, D. C. 20250

REPLY TO  
ATTN. OF:

← (OPTIONAL USE)

April 19, 1968

SUBJECT: Format for the Informal Letter

TO: Director, Administrative Services Division (AFAS)  
Federal Supply Agency  
1889 Inverson Street  
San Francisco, California 94102

L

This letter shows the format for preparing letters throughout the United States Government. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features of this format should please typists:

- a. Most elements are blocked along the left margins. This block style minimizes the use of the space bar, tabulator set key, and the tabular bar.
- b. Salutations and complimentary closes are omitted in most letters. They may be included in letters to an individual on a personal or private matter (letters of condolence, notices of serious illness, where a warm and personal feeling is paramount, etc.) or where protocol or tradition dictates.
- c. The address is positioned for use in a window envelope, eliminating the need for typing an envelope.

JOHN B. SMITH  
Administrator of Correspondence

(Sample of the Informal Letter)

April 19, 1906

TO THE HONORABLE THE COMMISSIONER OF THE LAND OFFICE

ALBANY, N. Y.

DEAR SIR:  
I have the honor to acknowledge the receipt of your letter of the 14th inst., in relation to the matter of the purchase of the land owned by the State of New York, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Commission on the subject of the purchase of the land owned by the State of New York, has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

The Commission on the subject of the purchase of the land owned by the State of New York, has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

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The Commission on the subject of the purchase of the land owned by the State of New York, has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,  
J. A. [Signature]

Attorney General



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF MANAGEMENT IMPROVEMENT  
WASHINGTON, D. C. 20250

April 19, 1968

[  
Dr. A. G. Bell  
Director of Research  
Correspondence Improvement Institute  
Wabash Falls, Florida 32014

L

Dear Dr. Bell:

The General Services Administration has recently issued its 1968 edition of the United States Government Correspondence Manual. The new Manual provides that the Informal format will be used for most letters. Some letters, like this one, will follow the Formal format. The Formal letter differs from the Informal letter in the following respects:

- a. Printed captions such as "Date," "Reply to Attn. of," "To," and "Subject" do not appear on the Formal letter.
- b. The Formal letter includes a salutation and a complimentary close.
- c. The Formal letter is suitable for those situations when the writer knows that the addressee would expect a more personalized letter.

Members of the public may buy copies of the new Manual from the Government Printing Office, Washington, D.C. 20402.

Sincerely,

P. L. BUCKINGHAM  
Correspondence Supervisor

(Sample of the Formal Letter)





UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 20, 1968

To All Recipients of Secretary's Numbered Memorandums

The attached lists Secretary's Numbered Memorandums which are being stocked currently by this Division. This listing is provided for reference purposes only, to provide guidance in maintaining your material on a current basis.

An alphabetical index is also provided to facilitate reference to these memorandums. We suggest you put this with your current set.

Any requests for additional copies of the attached, requests for the Memorandums, or any inquiries may be made to the Management and Directives Section of this Division. The Section is located in Room 132-W, telephone extension 3187.

*James H. Austin*

James H. Austin, Chief  
Secretary's Records and  
Communications Division

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

June 10, 1908

OFFICE OF PLANT AND OPERATIONS

In All Receipts of Property, a Receipt is Required

The attached list contains a summary of the receipts which are being received by this office. This list is provided for reference purposes only, and is not to be used as a receipt for any property received. It is suggested that you check this list against your records to see that all receipts are properly recorded.

Any receipt for property received by this office, or by any other office, should be forwarded to the Department of Agriculture, Office of the Secretary, Washington, D. C., for filing.

Very truly yours,  
Secretary of Agriculture

Approved: \_\_\_\_\_

Special Agent in Charge

Office of Plant and Operations

Washington, D. C.

June 10, 1908



# UNITED STATES DEPARTMENT OF AGRICULTURE

## OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 20, 1968

### CHECKLIST OF SECRETARY'S NUMBERED MEMORANDUMS

| <u>Number</u> | <u>Date</u> | <u>Subject</u>                                                                                                    |
|---------------|-------------|-------------------------------------------------------------------------------------------------------------------|
| 1636          | 5-2-68      | New U.S. Government Correspondence Manual                                                                         |
| 1635          | 5-1-68      | Packers and Stockyards Poultry Committee                                                                          |
| 1634          | 4-30-68     | International Agricultural Development Committee                                                                  |
| 1633          | 4-19-68     | Advisory Committee on State and Private Forestry                                                                  |
| 1632          | 3-20-68     | National Meat Inspection Advisory Committee                                                                       |
| 1631          | 3-19-68     | Enhancing the Quality of the Environment                                                                          |
| 1630          | 1-26-68     | Board of Contract Appeals                                                                                         |
| 1629          | 1-15-68     | Summer 1968 Youth Opportunity Campaign                                                                            |
| 1628          | 1-11-68     | Departmental Weed Committee                                                                                       |
| 1627          | 12-4-67     | Defense Mobilization Planning - Interim Designation                                                               |
| 1626 R        | 12-27-67    | Executive Manpower Board                                                                                          |
| 1625          | 11-7-67     | Field Location Review Board                                                                                       |
| 1624          | 11-6-67     | Administration of the International Grains<br>Arrangement                                                         |
| 1623          | 11-1-67     | Centralized Copy Production System                                                                                |
| 1622          | 11-1-67     | Coordination and Determination of USDA Recommen-<br>dations on Essential Activities and Critical<br>Occupations   |
| 1621          | 9-25-67     | Coordination of Development Planning in Areas<br>Extending into more than one Unit of General<br>Local Government |
| 1620          | 7-31-67     | Establishment of New Orleans Data Processing<br>Center                                                            |
| 1618          | 7-14-67     | USDA Statistical Review Board                                                                                     |
| 1617          | 7-12-67     | Coordination of USDA Assistance in Metropolitan<br>Areas                                                          |
| 1616          | 6-30-67     | USDA Departmental Committee on Mexican American<br>Affairs                                                        |
| 1615          | 5-26-67     | Coordination of USDA Programs in Alaska                                                                           |
| 1614          | 4-12-67     | Interagency Commodity Estimates Committees                                                                        |
| 1613 S1       | 5-8-67      | Establishment of the Packers and Stockyards<br>Administration and Transfer of Functions                           |
| 1612          | 3-14-67     | Presidential Library Program                                                                                      |
| 1611          | 3-8-67      | USDA Safety Council                                                                                               |
| 1610          | 2-27-67     | Rural Areas Development Program                                                                                   |



| <u>Number</u> | <u>Date</u> | <u>Subject</u>                                                                                                                                                                               |
|---------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1609          | 1-11-67     | Realignment of Area Operations Committee                                                                                                                                                     |
| 1607          | 11-7-66     | A Unified National Program for Managing Flood Losses                                                                                                                                         |
| 1606          | 11-7-66     | Evaluation of Flood Hazard in Locating Federally Owned<br>or Financed Buildings, Roads, and Other Facilities,<br>and in Disposing of Federal Lands and Properties                            |
| 1605          | 10-28-66    | Assignment of Responsibilities for USDA Activities<br>Under Section 204 of the Appalachian Regional<br>Development Act of 1965                                                               |
| 1602          | 10-5-66     | Advisory Committee on Grains - Wheat, Feed Grains<br>and Soybeans                                                                                                                            |
| 1601 S1       | 10-24-66    | Joint Committee to Study the Cooperative Extension<br>Service                                                                                                                                |
| 1601          | 10-5-66     | Joint Committee to Study the Cooperative Extension<br>Service                                                                                                                                |
| 1600          | 9-7-66      | Prevention, Control, and Abatement of Air Pollution                                                                                                                                          |
| 1598 S1       | 7-26-66     | Prevention, Control and Abatement of Water Pollution                                                                                                                                         |
| 1598          | 6-6-66      | Prevention, Control and Abatement of Water Pollution                                                                                                                                         |
| 1597 R        | 6-30-67     | Board of Forest Appeals                                                                                                                                                                      |
| 1595 R        | 6-17-66     | Procedure for Handling Complaints Under Rules and<br>Regulations, Title 7 - Agriculture, Subtitle A,<br>Part 15, Nondiscrimination                                                           |
| 1594          | 1-13-66     | Advisory Board on Wildlife                                                                                                                                                                   |
| 1592          | 11-10-65    | Centralized Mail Distribution System                                                                                                                                                         |
| 1591          | 11-1-65     | Transfer of Fertilizer Statistical Activity                                                                                                                                                  |
| 1590 R        | 2-24-66     | Policy on Deferment of Department Employees                                                                                                                                                  |
| 1589          | 10-27-65    | Planning - Programming - Budgeting System                                                                                                                                                    |
| 1588 S2       | 1-11-66     | Improving USDA Communication and Service to the Public                                                                                                                                       |
| 1588 S1       | 11-29-65    | Improving USDA Communication and Service to the Public                                                                                                                                       |
| 1588          | 10-13-65    | Improving USDA Communication                                                                                                                                                                 |
| 1586          | 10-5-65     | Interim Delegations--Office of the Secretary                                                                                                                                                 |
| 1585          | 10-6-65     | Joint Committee on USDA Cooperative Arrangements with<br>State Departments of Agriculture                                                                                                    |
| 1583          | 9-8-65      | Employment of Women                                                                                                                                                                          |
| 1582          | 8-27-65     | Use of USDA Front Royal, Virginia, Training Center                                                                                                                                           |
| 1580          | 8-3-65      | USDA Policy on Military Ready and Standby Reservists                                                                                                                                         |
| 1579 R        | 5-9-67      | Coordination of Department Activities in Appalachia<br>and other Economic Development Regions and Estab-<br>lishment of the USDA Coordinating Committee for<br>Regional Development Programs |
| 1578 R        | 9-29-67     | Program and Budget Review Committee                                                                                                                                                          |
| 1576          | 5-11-65     | Assignment of Responsibilities for USDA Activities<br>Authorized under Section 203 of the Appalachian<br>Regional Development Act of 1965 (P. L. 89-4)                                       |
| 1575          | 4-29-65     | Citizens Advisory Committee on Civil Rights                                                                                                                                                  |
| 1574 R        | 2-8-68      | Program Review and Evaluation - Civil Rights                                                                                                                                                 |
| 1573          | 4-23-65     | Policy Statement on Natural Beauty of the Countryside                                                                                                                                        |
| 1572          | 4-22-65     | Title VI, Civil Rights Act - Compliance                                                                                                                                                      |



| <u>Number</u> | <u>Date</u> | <u>Subject</u>                                                                                                                                        |
|---------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1569 R        | 3-28-68     | Policy on Employee's Rights to Representation in Dealings with Management                                                                             |
| 1568          | 1-22-65     | Coordination of Water Resources Research                                                                                                              |
| 1565          | 12-23-64    | U.S.D.A. Policy on Pesticides                                                                                                                         |
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**JUNE 20, 1968**

**ISSUED BY:**

**OFFICE OF PLANT AND OPERATIONS  
U. S. DEPARTMENT OF AGRICULTURE**

*This index is issued to assist persons who need to refer to numbered Secretary's Memoranda. For convenience, certain unnumbered Secretary's Memoranda containing policy material have also been listed. Single copies of the cited memoranda are generally available from the Secretary's Records and Communications Division, Office of Plant and Operations. Additional copies of this index are also available.*



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

July 15 1968

SECRETARY'S MEMORANDUM NO. 1637

Operations Under the Agricultural Trade Development  
and Assistance Act of 1954, as Amended

Under the Agricultural Trade Development and Assistance Act of 1954 (Public Law 480, 83rd Congress) enacted July 10, 1954, as amended, and Executive Orders issued pursuant to it, the Department of Agriculture is assigned primary responsibility for administration of Title I. The Secretary of Agriculture also has responsibility for determining the agricultural commodities and quantities thereof available for Public Law 480, as well as the commodities and quantities thereof which may be included in negotiations with each country, after consulting with other agencies of the Government and within policies laid down by the President. In addition, the Secretary of Agriculture has responsibility of assuring the effective coordination with other United States Government agencies of day-to-day operations of Public Law 480 activities through appropriate interagency relationships.

The Interagency Staff Committee on Agricultural Surplus Disposal was established by Secretary's Memorandum No. 1361, Supplement 1, on October 6, 1954, to carry out interagency coordination. The name of this Committee is hereby changed to "The Interagency Staff Committee on Public Law 480."

The Administrator of the Foreign Agricultural Service will have primary responsibility for carrying out interagency coordination and functions of the Department with respect to Public Law 480 activities and he, or his designee, will serve as chairman of the Committee.

The membership of the Committee includes representatives of the Departments of Agriculture, State (including the Agency for International Development), Treasury, Commerce, Defense, Office of Emergency Planning and Bureau of the Budget. Additional representatives may be added by the chairman as necessary.

COMMITTEES

(P.L. 480, Interagency)  
~~FOREIGN RELATIONS~~



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

July 15 1954

SECRETARY'S MEMORANDUM NO. 122

Operations Under the Agricultural Trade Development  
and Assistance Act of 1954, as Amended

Under the Agricultural Trade Development and Assistance Act of 1954 (Public Law 480, 83rd Congress) enacted July 10, 1954, as amended, and Executive Orders issued pursuant to it, the Department of Agriculture is assigned primary responsibility for administration of Title I. The Secretary of Agriculture also has responsibility for determining the agricultural commodities and quantities thereof available for Public Law 480, as well as the commodities and quantities thereof which may be included in negotiations with each country after consulting with other agencies of the Government and within policies laid down by the President. In addition, the Secretary of Agriculture has responsibility of assuring the effective coordination with other United States Government agencies of day-to-day operations of Public Law 480 activities through appropriate interagency relationships.

The Interagency Staff Committee on Agricultural Surplus Disposal was established by Secretary's Memorandum No. 1361, Supplement I, on October 6, 1954, to carry out interagency coordination. The name of this Committee is hereby changed to "The Interagency Staff Committee on Public Law 480."

The Administrator of the Foreign Agricultural Service will have primary responsibility for carrying out interagency coordination and functions of the Department with respect to Public Law 480 activities and he, or his designee, will serve as chairman of the Committee.

The membership of the Committee includes representatives of the Departments of Agriculture, State (including the Agency for International Development), Treasury, Commerce, Defense, Office of Emergency Planning and Bureau of the Budget. Additional representatives may be added by the chairman as necessary.

COMMITTEE



The Committee will review proposals for agreements under Title I of the Act, proposed donation programs under Title II of the Act, and other related programs and operations. The purpose of the Committee's review will be to assure coordination of all aspects of U.S. Government interest and policy in developing agreements and programs. Appropriate subcommittees and working groups may be established by the chairman as necessary.

For carrying out the responsibilities of the Department under the Act, the Administrator of the Foreign Agricultural Service, or his designee, shall make fullest possible use of existing services and facilities of the Department and shall rely upon the advice of the Secretary's Working Committee, originally established by Secretary's Memorandum No. 1361, on August 2, 1954, to carry out functions assigned to the Department under Public Law 480.

The Administrator of the Foreign Agricultural Service will have primary responsibility for the functions of the Secretary's Working Committee and he, or his designee, will serve as chairman.

The Working Committee will review supply and utilization data of agricultural commodities and recommend commodities that shall be made available for programing under Public Law 480. The Committee will consult with other agencies of the Government affected and take into account productive capacity, domestic requirements, farm and consumer price levels, commercial exports and adequate carryover.

The Working Committee will consist of the Administrator, or his designee, of the following services: Foreign Agricultural Service, Agricultural Stabilization and Conservation Service, International Agricultural Development Service, Economic Research Service, and Consumer and Marketing Service.

With this issuance, Secretary's Memorandums No. 1361, Supplement 1, dated April 18, 1956 and No. 1361, Revised, dated October 20, 1961 are hereby superseded.

*Quill L. Furman*



The Committee will review proposals for agreements under Title I of the Act, proposed donation programs under Title II of the Act, and other related programs and operations. The purpose of the Committee's review will be to assure coordination of all aspects of U.S. Government interest and policy in developing agreements and programs. Appropriate subcommittees and working groups may be established by the Chairman as necessary.

For carrying out the responsibilities of the Department under the Act, the Administrator of the Foreign Agricultural Service, or his designee, shall make fullest possible use of existing services and facilities of the Department and shall rely upon the advice of the Secretary's Working Committee, originally established by Secretary's Memorandum No. 1301, on August 2, 1954, to carry out functions assigned to the Department under Public Law 480.

The Administrator of the Foreign Agricultural Service will have primary responsibility for the functions of the Secretary's Working Committee and he, or his designee, will serve as chairman.

The Working Committee will review supply and utilization data of agricultural commodities and recommend commodities that shall be made available for programming under Public Law 480. The Committee will consult with other agencies of the Government affected and take into account productive capacity, domestic requirements, farm and consumer price levels, commercial exports and imports, carryover.

The Working Committee will consist of the Administrator, or his designee, of the following services: Foreign Agricultural Service, Agricultural Stabilization and Conservation Service, International Agricultural Development Service, Economic Research Service, and Consumer and Marketing Service.

With this amendment, Secretary's Memorandum No. 1301, Supplement 1, dated April 18, 1955 and No. 1301, Revised, dated October 23, 1951 are hereby superseded.





UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D. C. 20250

August 5 1968

SECRETARY'S MEMORANDUM NO. 1638

Joint Ad Hoc Task Force on Federal-State Experiment Station Relations  
in Agricultural Research

Research in agriculture and related areas is essential for continued advancement of American agriculture and for all people of this nation. Not only have these research institutions and facilities served well our American society but scientists, program administrators, industrialists and other leaders of the entire world carefully scrutinize the work, trends and progress of U. S. agricultural research. New disciplines are emerging. Educational and research institutions are growing. New economic and social problems and goals are on the horizon. Research is a key to providing systematic direction for our rapidly growing nation.

Since the passage of the Hatch Act in 1887 the land-grant institutions and the Department of Agriculture have, when needed, cooperatively formulated new programs and established appropriate organization structures. About two years ago a National Program of Research for Agriculture was published. It was sponsored jointly by the National Association of State Universities and Land-Grant Colleges and the U. S. Department of Agriculture. The study dealt primarily with the programs of research -- goals, purposes, scope, classification, evaluation, for future needs, etc.

At this juncture it is appropriate to establish a Joint Ad Hoc Task Force on Federal-State Experiment Station Relations in agricultural research. This task force should review present organizational problems and make appropriate recommendations for changes to strengthen future cooperative research program and activities. The National Association of State Universities and Land-Grant Colleges concurs with this approach and has participated in selection of Task Force members.

I. PURPOSE OF THE JOINT STUDY

The Ad Hoc Task Force is asked to address itself to the following:

1. To identify and review common and different responsibilities and objectives of USDA and SAES related to research programs; organizational arrangements; management patterns; funding plans, agreements and allocations; and other relevant matters.

2. To explore and analyze alternatives for increasing the productivity and improving the efficiency of all aspects of organizational relationships between the Department of Agriculture and the State agricultural experiment stations.

COMMITTEES *Federal-State Experiment Station Relations in  
Agriculture Research*



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

August 5 1968

SECRETARY'S MEMORANDUM NO. 1128

Joint Ad Hoc Task Force on Federal-State Department Station Relations  
in Agricultural Research

Research in agriculture and related areas is essential for continued advancement of American agriculture and for all people of this nation. Not only have these research institutions and facilities served well our American society but scientists, program administrators, industrialists and other leaders of the entire world carefully scrutinize the work, trends and progress of U. S. agricultural research. New disciplines are emerging. Educational and research institutions are growing. New economic and social problems and goals are on the horizon. Research is a key to providing systematic direction for our rapidly growing nation.

Since the passage of the Hatch Act in 1887 the land-grant institutions and the Department of Agriculture have, when needed, cooperatively formulated new programs and established appropriate or similar structures. About two years ago a National Program of Research for Agriculture was published. It was sponsored jointly by the National Association of State Universities and Land-Grant Colleges and the U. S. Department of Agriculture. The study dealt primarily with the programs of research -- goals, purposes, scope, classification, evaluation, for future needs, etc.

At this juncture it is appropriate to establish a Joint Ad Hoc Task Force on Federal-State Department Station Relations in agricultural research. This task force should review present organizational problems and make appropriate recommendations for changes to strengthen future cooperative research program and activities. The National Association of State Universities and Land-Grant Colleges concurs with this approach and has participated in selection of Task Force members.

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2. To explore and analyze alternatives for increasing the productivity and improving the efficiency of all aspects of organizational relationships between the Department of Agriculture and the State agricultural experiment stations.

COMMITTEE ON AGRICULTURAL RESEARCH



3. To select and recommend the organizational rationale, areas of responsibility, instruments for cooperation and coordination, decision-making procedures for operations and developing policy and the organizational structure needed to carry out a mutually supported research program.

## II. MEMBERSHIP

### Co-Chairmen:

N. D. Bayley, Director, Science and Education, U. S.  
Department of Agriculture

C. M. Hardin, Chancellor, University of Nebraska

### Members:

#### Federal:

M. B. Dickerman, Associate Deputy, Forestry Research,  
Forest Service, USDA

T. W. Edminster, Deputy Administrator, Farm Research,  
Agricultural Research Service, USDA

Carl P. Heisig, Deputy Administrator, Program Management,  
Economic Research Service, USDA

Charles V. Kidd, Executive Secretary, Federal Council for  
Science and Technology

Harold C. Knoblauch, Associate Administrator, Cooperative  
State Research Service, USDA

Observer: Mr. Russell C. McGregor, Natural Resources  
Programs Division, Bureau of the Budget

#### State:

Dr. George M. Browning, Regional Director, North Central  
Agricultural Experiment Station, Iowa State University,  
Ames, Iowa 50010

Dr. Mark Buchanan, Director-at-Large, Western Agricultural  
Experiment Stations, 200 University Avenue, Berkeley,  
California 94720

Dr. Doyle Chambers, Director, State Agricultural Experiment  
Station, Louisiana State University, Baton Rouge, Louisiana  
70803

3. To select and recommend the organizational rationale, areas of responsibility, instruments for cooperation and coordination, decision-making procedures for operations and developing policy and the organizational structure needed to carry out a mutually supported research program.

## II. MEMBERSHIP

### Co-Chairman:

M. E. Bayley, Director, Science and Education, U. S. Department of Agriculture

C. M. Hardin, Chancellor, University of Nebraska

### Members:

#### Federal:

M. E. Dickerman, Associate Deputy, Forestry Research, Forest Service, USDA

T. W. Botsford, Deputy Administrator, Farm Research, Agricultural Research Service, USDA

Carl P. Reiss, Deputy Administrator, Program Management, Economic Research Service, USDA

Charles V. Kidd, Executive Secretary, Federal Council for Science and Technology

Larold G. Knablauch, Associate Administrator, Cooperative State Research Service, USDA

Observation: Mr. Russell G. McGregor, Natural Resources Program Division, Bureau of the Budget

#### State:

Dr. George M. Brown, Regional Director, North Central Agricultural Experiment Station, Iowa State University, Ames, Iowa 50010

Dr. Mark Buchanan, Director-at-Large, Western Agricultural Experiment Station, 200 University Avenue, Berkeley, California 94720

Dr. Doyle Chambers, Director, State Agricultural Experiment Station, Louisiana State University, Baton Rouge, Louisiana 70803



Dr. T. W. Dowe, Dean and Director, State Agricultural  
Experiment Station, University of Vermont, Burlington,  
Vermont 05401

Dr. J. B. Kendrick, Vice President, Agricultural Sciences,  
University of California, Berkeley, California 94720

Dr. E. T. York, Jr., Provost for Agriculture, University  
of Florida, Gainesville, Florida 32601

D. M. Hardin, Chancellor, University of Nebraska will serve as Chairman of the National Association of State Universities and Land-Grant Colleges representation to the Joint Ad Hoc Task Force and will also serve as Co-Chairman of the full Joint Ad Hoc Task Force. Ned D. Bayley, Director of Science and Education, U. S. Department of Agriculture will serve as Chairman of the USDA representation to the Joint Ad Hoc Task Force and will serve also as Co-Chairman of the full Joint Ad Hoc Task Force. Dr. Bruce Beacher will serve as Executive Secretary to the Joint Ad Hoc Task Force.

### III. MEETINGS

The Task Force shall meet upon a call from the Co-Chairmen. It is anticipated that the Task Force will complete its work by October 15, 1968. USDA and Federal agency representatives will be reimbursed by their agencies for official expenses. Travel and other official expenses incurred by Land-Grant University representatives will be reimbursed by the Land-Grant Universities.

*Quill F. Freeman*

*John A. Babin*  
John A. Babin  
Acting Secretary

Dr. T.W. Dowe, Dean and Director, State Agricultural  
Experiment Station, University of Vermont, Burlington,  
Vermont 05401

Dr. J. E. Kendrick, Vice President, Agricultural Sciences,  
University of California, Berkeley, California 94720

Dr. R. T. York, Jr., Provost for Agriculture, University  
of Florida, Gainesville, Florida 32601

Dr. M. Harkin, Chancellor, University of Nebraska will serve as Chairman of  
the National Association of State Universities and Land-Grant Colleges  
representation to the Joint Ad Hoc Task Force and will also serve as Co-  
Chairman of the full Joint Ad Hoc Task Force. Ned D. Bayley, Director of  
Science and Education, U. S. Department of Agriculture will serve as  
Chairman of the USDA representation to the Joint Ad Hoc Task Force and  
will also serve as Co-Chairman of the full Joint Ad Hoc Task Force. Dr.  
Bruce Becher will serve as Executive Secretary to the Joint Ad Hoc Task  
Force.

### III. MEETINGS

The Task Force shall meet upon a call from the Co-Chairmen. It is antici-  
pated that the Task Force will complete its work by October 15, 1968.  
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Grant University representatives will be reimbursed by the Land-Grant Uni-  
versities.





UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D. C. 20250

August 27 1968

SECRETARY'S MEMORANDUM NO. 1637

Agricultural Fair Practices Act of 1967

OFFICIAL  
SECRETARY'S FILES

FILED

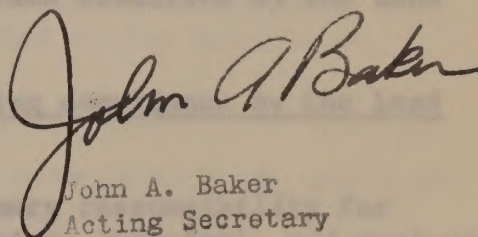
PURPOSE. The Agricultural Fair Practices Act of 1967 (Public Law 90-288, approved April 6, 1968) establishes standards of fair practices required of handlers in their dealings in agricultural products.

Under this Act, the Secretary of Agriculture is authorized, when he has ". . . reasonable cause to believe that any handler, or group of handlers, has engaged in any prohibited act or practice, . . ." to request the Attorney General to bring civil action in the appropriate District Court of the United States.

RESPONSIBILITY FOR ADMINISTRATION. The Administrator of the Farmer Cooperative Service is hereby delegated the authority for carrying out my responsibilities under this Act. He may issue rules and regulations as are necessary to carry out these responsibilities.

AGENCY COOPERATION. The Agricultural Stabilization and Conservation Service, Consumer and Marketing Service, Packers and Stockyards Administration, Office of the General Counsel, Office of the Inspector General, and other agencies in the Department, to the extent they may be involved in matters covered by the Act, shall cooperate fully with the Farmer Cooperative Service in carrying out the purposes of the Act.

CLAIMS. Any claims of violation of this Act should be referred to the Administrator of the Farmer Cooperative Service.

  
John A. Baker  
Acting Secretary

MARKETING

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D. C. 20250

August 27 1968

SECRETARY'S MEMORANDUM NO. 1237

Agricultural Fair Practices Act of 1957

PURPOSE. The Agricultural Fair Practices Act of 1957 (Public Law 85-188, approved April 6, 1958) establishes standards of fair practices required of handlers in their dealings in agricultural products.

Under this Act, the Secretary of Agriculture is authorized when he has "... reasonable cause to believe that any handler, or group of handlers, has engaged in any prohibited act or practice, ..." to request the Attorney General to bring civil action in the appropriate District Court of the United States.

RESPONSIBILITY FOR ADMINISTRATION. The Administrator of the Farmer Cooperative Service is hereby delegated the authority for carrying out my responsibilities under this Act. He may issue rules and regulations as are necessary to carry out these responsibilities.

AGENCY COOPERATION. The Agricultural Stabilization and Conservation Service, Consumer and Marketing Service, Packers and Stockyards Administration, Office of the General Counsel, Office of the Inspector General, and other agencies in the Department, to the extent they may be involved in matters covered by the Act, shall cooperate fully with the Farmer Cooperative Service in carrying out the purposes of the Act.

CLAIMS. Any claims of violation of this Act should be referred to the Administrator of the Farmer Cooperative Service.

*John A. Baker*  
John A. Baker  
Acting Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

SECRETARY'S  
FILED  
SECY'S RECORDS & COM. DIV

October 21 1968

SECRETARY'S MEMORANDUM NO. 1640

Assignment of Responsibilities Under Regulations  
Dealing with Equal Employment Opportunity in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 18, were printed in the Federal Register on August 29, 1968 (33 F.R. 12173), and became effective September 28, 1968.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to Land Grant Universities.

The Administrator, FES, is responsible for counseling with representatives of the State Land Grant Universities, providing guidelines and assisting them in preparing and implementing appropriate equal employment opportunity programs.

2. Responsibility for review and concurrence with programs submitted by the Land Grant Universities.

The Administrator, FES, will receive proposed programs and program amendments from the Universities. He will review them, prepare an analysis, and present his recommendations through the Director of Science and Education to the Equal Employment Opportunity Officer for the Department.

The Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the Land Grant Universities.

3. Responsibility for assuring continuing compliance by the Land Grant Universities.

The Administrator, FES, is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to assure that the Land Grant Universities establish and maintain an adequate affirmative action program to provide equal employment opportunity under the regulations. As necessary, the Office of the Inspector General may be called upon to make special investigations or reviews of the program and will incorporate the review of the entire program as a regular part of the audit cycle of that office.

CIVIL RIGHTS



SECRETARY'S MEMORANDUM NO. 10

Assignment of Responsibilities Under Regulations  
Dealing with Equal Employment Opportunity in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 18, were printed in the Federal Register on August 29, 1968 (33 F.R. 12173), and became effective September 28, 1968.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to Land Grant Universities.

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The Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the Land Grant Universities.

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The Administrator, FES, is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to assure that the Land Grant Universities establish and maintain an adequate affirmative action program to provide equal employment opportunity under the regulations. As necessary, the Office of the Inspector General may be called upon to make special investigations or reviews of the program and will incorporate the review of the entire program as a regular part of the audit cycle of that office.



4. Responsibility for processing, investigating, and making final decisions on complaints.

The Office of Personnel will be responsible for receiving all complaints filed with the Secretary.

Complaints initially filed with the Secretary will be forwarded to the Administrator, FES, for transmittal to the University president for processing.

Complaints filed with the Secretary for review and final decision will be forwarded to the Administrator, FES. He will review the complaint file including all pertinent information available to him. He will recommend appropriate action through the Director of Science and Education to the Equal Employment Opportunity Officer for the Department.

The Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations to the Secretary concerning the disposition of complaints and appeals under the regulations.

If an investigation by the Department is necessary, it will be conducted by the Office of the Inspector General. If circumstances warrant a hearing by the Department, it will be arranged by the Office of Personnel.

*Responsibility for*

5. Assuring compliance with decisions concerning disposition of complaints and appeals.

The Administrator, FES, is responsible for assuring compliance with decisions concerning complaints and appeals.

6. Decisions pertaining to withholding of funds.

In the event of noncompliance with the regulations, it may become necessary to withhold funds. In such cases the Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations for appropriate action to the Secretary.

7. Determinations and decisions by the Secretary.

Determinations and decisions pursuant to paragraphs 2, 4, and 6 of this Memorandum will be made by the Secretary.

*Quillo L. Fuenan*



4. Responsibility for processing, investigating, and making final decisions on complaints.

The Office of Personnel will be responsible for receiving all complaints filed with the Secretary. Complaints initially filed with the Secretary will be forwarded to the Administrator, TES, for transmittal to the University President for processing.

Complaints filed with the Secretary for review and final decision will be forwarded to the Administrator, TES. He will review the complaint file including all pertinent information available to him. He will recommend appropriate action through the Director of Science and Education to the Equal Employment Opportunity Officer for the Department.

The Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations to the Secretary concerning the disposition of complaints and appeals under the regulations.

If an investigation by the Department is necessary, it will be conducted by the Office of the Inspector General. If circumstances warrant a hearing by the Department, it will be arranged by the Office of Personnel.

5. Assuring compliance with decisions concerning disposition of complaints and appeals.

The Administrator, TES, is responsible for assuring compliance with decisions concerning complaints and appeals.

6. Decisions pertaining to withholding of funds.

In the event of noncompliance with the regulations, it may become necessary to withhold funds. In such cases the Equal Employment Opportunity Officer and the Director of Science and Education will make recommendations for appropriate action to the Secretary.

7. Determinations and decisions by the Secretary.

Determinations and decisions pursuant to paragraphs 2, 4, and 6 of this Memorandum will be made by the Secretary.





UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 8, 1977

SECRETARY'S MEMORANDUM NO. 1640, REVISED

Assignment of Responsibilities Under Regulations  
Dealing with Equal Employment Opportunity in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 18, were printed in the Federal Register on August 29, 1968 (33 F. R. 12173), and became effective September 28, 1968, and were revised by amendments to 7 CFR Part 18 (38 F. R. 10731) on May 24, 1973.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to Land Grant Universities.

The Administrator, ES, is responsible for counseling with representatives of the State Land Grant Universities, providing guidelines and assisting them in preparing and implementing appropriate equal employment opportunity programs.

2. Responsibility for review and concurrence with programs submitted by the Land Grant Universities.

The Administrator, ES, will receive proposed programs and program amendments from the Universities. He will review them, prepare an analysis, and present his recommendations through the Assistant Secretary, Conservation, Research and Education, to the Office of Equal Opportunity for the Department.

The Office of Equal Opportunity and the Assistant Secretary, Conservation, Research and Education, will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the Land Grant Universities.

CIVIL RIGHTS



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

1977

SECRETARY'S MEMORANDUM NO. 1040, REVISED

Assignment of Responsibilities Under Regulations  
Governing the Federal Employment Opportunity Act in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 16, were printed in the Federal Register on August 25, 1965 (30 FR 12173), and became effective September 22, 1965, and were revised by amendments to 7 CFR Part 16 (30 FR 12173) on May 15, 1965.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to State Grant Universities.

The Administrator, ES, is responsible for counseling with representatives of the State Grant Universities, providing guidelines and assisting them in preparing and implementing appropriate equal employment opportunity programs.

2. Responsibility for review and concurrence with programs submitted by the State Grant Universities.

The Administrator, ES, will receive proposed programs and program amendments from the Universities. He will review them, prepare a report, and present his recommendations through the Assistant Secretary, Research and Statistics, to the Office of Equal Opportunity for the Department.

The Office of Equal Opportunity and the Assistant Secretary, Research and Statistics, will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the State Grant Universities.

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3. Responsibility for assuring continuing compliance by the Land Grant Universities.

The Administrator, ES, is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to assure that Land Grant Universities and the State Cooperative Extension Services establish and maintain an adequate affirmative action program to provide equal employment opportunity under the regulations. As necessary, the Office of Audit may be called upon to make special audits or reviews of the program and will incorporate the review of the entire program as a regular part of the audit cycle of that office.

4. Responsibility for action and disposition of complaints.

Complaints initially filed with the Secretary will be forwarded to the Administrator, ES, for transmittal to the appropriate State Cooperative Extension Director for processing under the Equal Employment Opportunity Program procedures.

Disposition of complaints and appeals under the regulations will be the responsibility of the University President.

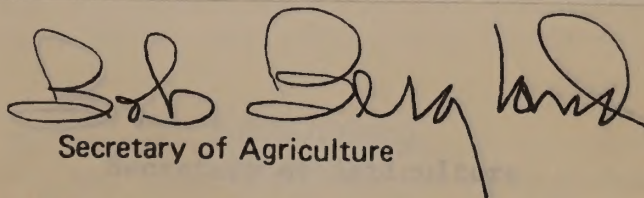
5. Decisions pertaining to withholding of funds.

In the event of noncompliance with the regulations, it may become necessary to withhold funds. In such cases the Office of Equal Opportunity and the Assistant Secretary for Conservation, Research and Education will make recommendations for appropriate action to the Secretary.

6. Determinations and decisions by the Secretary.

Determinations and decisions pursuant to paragraphs 2 and 5 of this Memorandum will be made by the Secretary.

This Revised Memorandum supersedes Secretary's Memorandum No. 1640 dated October 21, 1968.

  
Secretary of Agriculture

3. Responsibility for carrying out the land grant program

The Administrator, IS, is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to ensure that land grant universities and the State Cooperative Extension Service establish and maintain an adequate administrative program to provide equal employment opportunity under the regulations. As necessary, the Office of Civil Rights may be called upon to make special audits or review of the program and will incorporate the results of the entire program as a regular part of the audit cycle of the Office.

4. Responsibility for action and disposition of complaints

Complaints initially filed with the Secretary will be forwarded to the Administrator, IS, for transmittal to the appropriate State Cooperative Extension Director for processing under the Equal Employment Opportunity program procedures.

Disposition of complaints and appeals under the regulations will be the responsibility of the University President.

5. Decisions regarding withdrawal of funds

In the event of non-compliance with the regulations, it may become necessary to withhold funds. In such cases the Office of Equal Opportunity and the Assistant Secretary for Cooperative Extension, Research and Education will make recommendations for appropriate action to the Secretary.

6. Determinations and decisions by the Secretary

Determinations and decisions pursuant to paragraphs 2 and 5 of this Memorandum will be made by the Secretary.

This Revised Memorandum supersedes Secretary's Memorandum No. 1540 dated October 21, 1968.

  
Secretary  
U.S. Department of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

June 28, 1978

SECRETARY'S MEMORANDUM NO. 1640, REVISED

Assignment of Responsibilities Under Regulations  
Dealing with Equal Employment Opportunity in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 18, were printed in the Federal Register on August 29, 1968 (33 F. R. 12173), and became effective September 28, 1968, and were revised by amendments to 7 CFR Part 18 (38 F. R. 14154) on May 30, 1973.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to Land Grant Universities.

The Director of Science and Education is responsible for counseling with representatives of the State Land Grant Universities, providing guidelines, and assisting them in preparing and implementing appropriate equal employment opportunity programs. In carrying out this responsibility, the Equal Opportunity Office of the Science and Education Administration will work with the Deputy Director for Extension.

2. Responsibility for review and concurrence with programs submitted by the Land Grant Universities.

The Director of Science and Education will receive proposed programs and program amendments from the Universities. The Director will review them, prepare an analysis, and present recommendations through the Assistant Secretary for Conservation, Research, and Education, to the Office of Equal Opportunity for the Department.

The Office of Equal Opportunity and the Assistant Secretary for Conservation, Research, and Education will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the Land Grant Universities.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

June 28, 1978

SECRETARY'S MEMORANDUM NO. 1040, REVISED

Assignment of Responsibilities Under Regulations  
Dealing With Rural Employment Opportunity in the  
State Cooperative Extension Service

The regulations concerning "Equal Employment Opportunity" in the State Cooperative Extension Service, 7 CFR Part 18, were revised in the Federal Register on August 22, 1966 (31 F. R. 12117), and became effective September 22, 1966, and were revised by amendments to 7 CFR Part 18 (32 F. R. 14124) on May 30, 1967.

Following are the delegations of responsibilities for administering these regulations:

1. Responsibility for providing guidance to Land Grant Universities.

The Director of Science and Education is responsible for counseling with representatives of the State Land Grant Universities, providing guidelines, and assisting them in preparing and implementing appropriate equal employment opportunity programs. In carrying out this responsibility, the Equal Opportunity Office of the Science and Education Administration will work with the Deputy Director for Extension.

2. Responsibility for review and concurrence with programs submitted by the Land Grant Universities.

The Director of Science and Education will receive proposed programs and program amendments from the Universities. The Director will review them, prepare an analysis, and present recommendations through the Assistant Secretary for Extension, Research, and Education, to the Office of Equal Opportunity for the Department.

The Office of Equal Opportunity and the Assistant Secretary for Extension, Research, and Education will make recommendations to the Secretary concerning concurrence or nonconcurrence with programs submitted by the Land Grant Universities.



3. Responsibility for assuring continuing compliance by the Land Grant Universities.

The Director of Science and Education is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to assure that Land Grant Universities and the State Cooperative Extension Services establish and maintain an adequate affirmative action program to provide equal employment opportunity under the regulations. As necessary, the Office of Audit may be called upon to make special audits or reviews of the program and will incorporate the review of the entire program as a regular part of the audit cycle of that office.

4. Responsibility for action and disposition of complaints.

Complaints initially filed with the Secretary will be forwarded to the Director of Science and Education for transmittal to the appropriate State Cooperative Extension Director for processing under the Equal Employment Opportunity Program procedures.

Disposition of complaints and appeals under the regulations will be the responsibility of the University President.

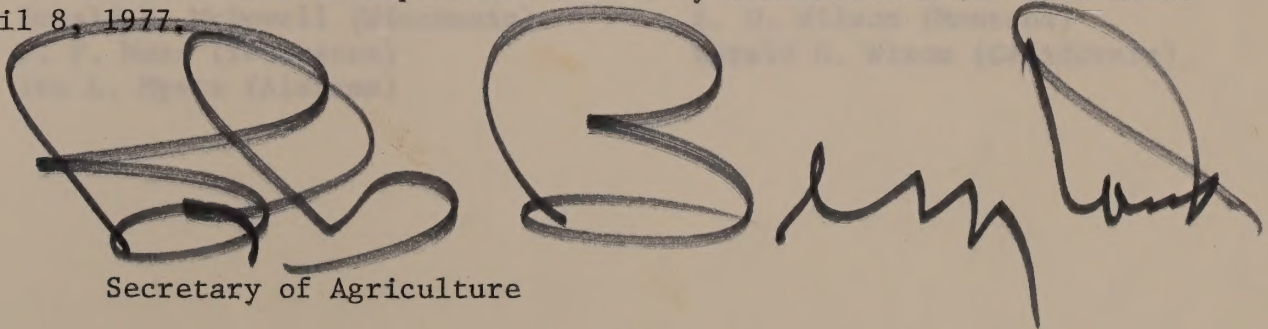
5. Decisions pertaining to withholding of funds.

In the event of noncompliance with the regulations, it may become necessary to withhold funds. In such cases, the Office of Equal Opportunity and the Assistant Secretary for Conservation, Research, and Education will make recommendations for appropriate action to the Secretary.

6. Determinations and decisions by the Secretary.

Determinations and decisions pursuant to paragraphs 2 and 5 of this Memorandum will be made by the Secretary.

This Revised Memorandum supersedes Secretary's Memorandum No. 1640 dated April 8, 1977.



Secretary of Agriculture

3. Responsibility for carrying out the program of continuous review by the Land Grant Universities.

The Director of Science and Education is assigned primary responsibility for carrying out a program of continuous review, appraisal, and evaluation to insure that Land Grant Universities and the State Cooperative Extension Service maintain an adequate staff of extension personnel to provide equal employment opportunity under the regulations. As necessary, the Office of Audit may be called upon to make special audits or reviews of the program and will incorporate the review of the entire program as a regular part of the audit cycle of that office.

4. Responsibility for action and disposition of complaints.

Complaints initially filed with the Secretary will be forwarded to the Director of Science and Education for transmittal to the appropriate State Cooperative Extension Director for processing under the Equal Employment Opportunity Program procedures.

Disposition of complaints and appeals under the regulations will be the responsibility of the University President.

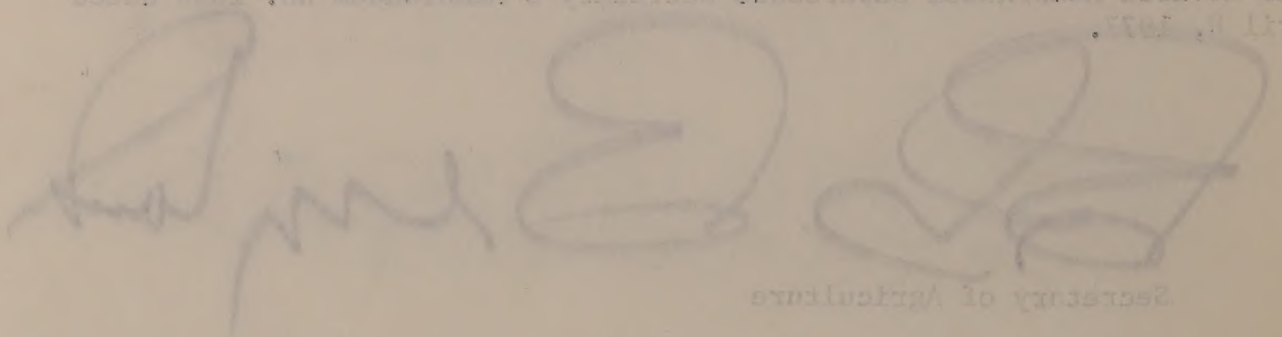
5. Actions pertaining to withdrawal of funds.

In the event of noncompliance with the regulations, it may become necessary to withhold funds. In such cases, the Office of Equal Opportunity and the Assistant Secretary for Administration, Research, and Education will make recommendations for appropriate action to the Secretary.

6. Recommendations and Decisions by the Secretary.

Recommendations and Decisions pursuant to paragraphs 3 and 5 of this Memorandum will be made by the Secretary.

This Revised Memorandum superseded Secretary's Memorandum No. 1000 dated April 11, 1977.

  
Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

October 28 1968

OFFICIAL  
SECRETARY'S FILES

SECRETARY'S MEMORANDUM NO. 1641

National Food Inspection Advisory Committee

FILED  
SECRETARY'S RECORDS & COMM.

The objectives of the Wholesome Meat Act and the Wholesome Poultry Products Act are to protect the consuming public from meat, meat food products, poultry, and poultry products that are adulterated or misbranded. The Acts provide for this to be achieved by the Federal Meat and Poultry Inspection Programs and State Meat and Poultry Inspection Programs. The Secretary is authorized, after determining that it will effectuate the purposes of the Acts, to cooperate with appropriate State agencies in developing and administering effective State meat and poultry inspection programs, including the regulations of meat and poultry processors and related industries.

The Secretary may also appoint advisory committees to consult with him concerning State and Federal programs with respect to meat and poultry inspection and other matters within the scope of these Acts. This includes (1) evaluating State programs for the purposes of the Acts, (2) obtaining better coordination and more uniformity among the State programs and between Federal and State programs, and (3) providing adequate protection of consumers. In accordance with provisions of these Acts, the National Food Inspection Advisory Committee, consisting of State officials concerned with or responsible for programs under these Acts, is hereby established. This Committee will provide valuable assistance in implementing meat and poultry inspection programs. The Committee will serve for a period of two years and will meet at the request of the Chairman.

Members of the Committee are:

Phillip Alampi (New Jersey)  
Phil Campbell (Georgia)  
Doyle Conner (Florida)  
Dexter D. Davis (Missouri)  
Charles P. Ellington (Maryland)  
Joseph H. Francis (Utah)  
Donald N. McDowell (Wisconsin)  
W. F. Moss (Tennessee)  
Ira L. Myers (Alabama)

John P. Orcutt (Colorado)  
Dave L. Pearce (Louisiana)  
James E. Peavy (Texas)  
Robert M. Schneider (Illinois)  
Stanley I. Trenhaile (Idaho)  
Don J. Wickham (New York)  
A. O. Wilson (Montana)  
Herald G. Wixom (California)

COMMITTEES

(Food Inspection, Nat. Adv.)



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

October 28 1965  
SECRETARY'S OFFICE

SECRETARY'S MEMORANDUM NO. 1041

National Food Inspection Advisory Committee

The objectives of the Wholesome Meat Act and the Wholesome Poultry Products Act are to protect the consuming public from meat, meat food products, poultry, and poultry products that are adulterated or misbranded. The Acts provide for this to be achieved by the Federal Meat and Poultry Inspection Programs and State Meat and Poultry Inspection Programs. The Secretary is authorized, after determining that it will effectuate the purposes of the Acts, to cooperate with appropriate State agencies in developing and administering effective State meat and poultry inspection programs, including the regulations of meat and poultry processors and related industries.

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A. O. Wilson (Montana)  
Herald G. Wixon (California)

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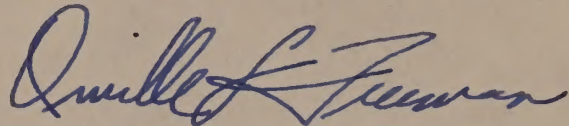
Mr. Rodney E. Leonard, Administrator, Consumer and Marketing Service, will serve as Chairman of the Committee; Dr. Robert K. Somers, Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Vice Chairman; and Dr. H. M. Steinmetz, Assistant Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will serve as Executive Secretary.

Subcommittees composed of the above Committee members may be established to study and make recommendations on specific problems assigned to them.

In addition to the Committee members, it is planned to invite the participation of State technical and operational meat and poultry inspection representatives, when needed, to assist the Committees.

Funds are available for reimbursement for travel and per diem expenses of the Committee members, and invited State technical and operational representatives.

Secretary's Memorandum No. 1632, Revised, dated July 19, 1968, is hereby superseded.

A handwritten signature in blue ink, reading "Quilla L. Furman". The signature is written in a cursive style with a large, looped initial "Q".





UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D. C. 20250

May 2 1970

SECRETARY'S MEMORANDUM NO. 1641 (CORRECTED), SUPPLEMENT 1

National Food Inspection Advisory Committee

Secretary's Memorandum No. 1641 (Corrected) is being amended to appoint new members and to note the existing membership on the National Food Inspection Advisory Committee.

New members

Roy Freeland (Kansas)  
John W. Lewis (Illinois)  
J. Robert Miller (Kentucky)  
Donald W. Moos (Washington)  
Elmer Schlaphoff (Nebraska)  
Donald E. Wilkinson (Wisconsin)

Existing members

Phillip Alampi (New Jersey)  
Doyle Conner (Florida)  
Dexter D. Davis (Missouri)  
Charles P. Ellington (Maryland)  
Joseph H. Francis (Utah)  
W. F. Moss (Tennessee)  
Dave L. Pearce (Louisiana)  
James E. Peavy (Texas)  
Stanley I. Trenhaile (Idaho)  
Don J. Wickham (New York)  
Herald G. Wixom (California)

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Committee. The Deputy Administrator, Consumer Protection, Consumer and Marketing Service, will be the Vice-Chairman, and the Assistant Deputy Administrator, Consumer Protection, will be the Executive Secretary.

*Clifford M. Hardin*

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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
Washington, D. C. 20250

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Donald E. Wilkinson (Wisconsin)

Existing members

Philip Altmeyer (New Jersey)  
Doris Ganner (Florida)  
Dexter D. Davis (Massachusetts)  
Charles P. Ellington (Maryland)  
Joseph H. Francis (Utah)  
W. F. Moos (Tennessee)  
Dave L. Pearce (Louisiana)  
James E. Peavy (Texas)  
Stanley I. Tremballe (Idaho)  
Don J. Wickham (New York)  
Herald C. Wixom (California)

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Committee. The Deputy Administrator, Consumer Protection, Consumer and Marketing Services, will be the Vice-Chairman, and the Assistant Deputy Administrator, Consumer Protection, will be the Executive Secretary.

*Clifford M. Johnston*

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